"Could Be" Evaluation Worksheet Template

Project Name:	**Date**:	
Process Component:	**Option # __**	
Description of changes proposed:		

Criteria	**Weight**	**Criteria Met**	**Score (Weight x Criteria Met)**
		Total Score	

Scale used:

Weight:	Criteria Met:
3 = must have	2 = meets all of the criteria
2 = should have	1 = meets some of the criteria
1 = nice to have	0 = meets none of the criteria