

**Option Appraisal Toolkit**  
**Commissioning Process & Principles**

**Scoring Method**  
**Weighting & Scoring Matrix**

Weight	Meaning
5	High Importance
3	Medium Importance
1	Low Importance

Score	Description
4 or 5	Meets criteria. Major improvement likely. Potential for substantial advantages. Best Outcome
2 or 3	Partially meets the criteria. Some improvements. Potential advantages outweigh potential disadvantages. Acceptable Outcome.
0 or 1	Does not meet the criteria. No improvement is likely or could be worse off. Potential disadvantages outweigh any potential advantages. Worst Outcome.