



# Consideration Evaluation

The Consideration Evaluation module allows you to score ideas and decide on the most valuable to action and implement.

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## Introduction

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The *Consideration* Evaluation module allows you to score ideas and decide on the most valuable to action and implement. It is a customizable decision matrix that allows administrators and moderators to identify the most valuable ideas in line with company objects.

Administrators and Moderators are able to define:

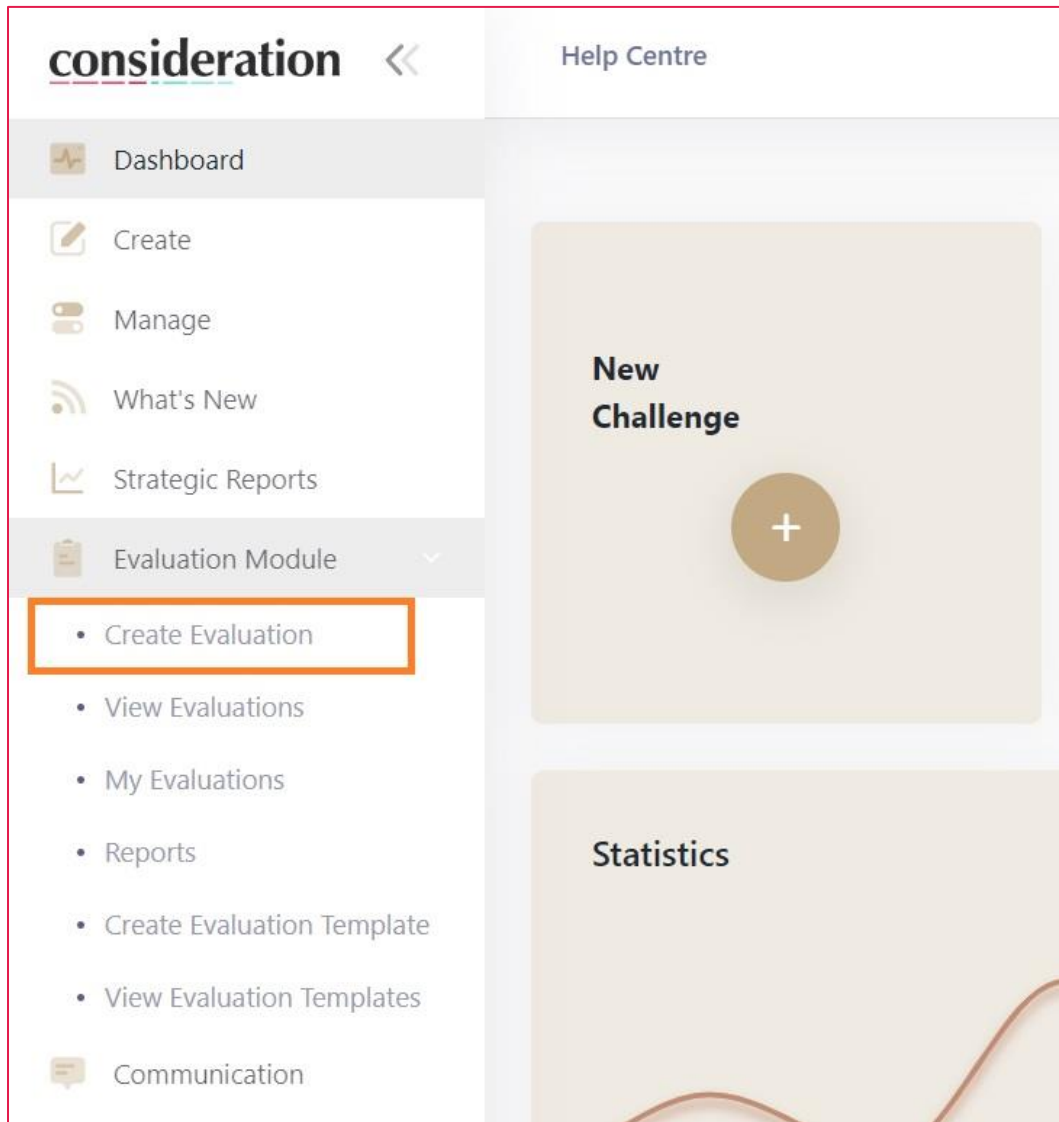
- ▶ Weighted business goals
- ▶ Variable Cost structures
- ▶ Potential business constraints and more.

## Example evaluation

Criteria	Elements	Weight	Score of Criteria	Idea Score
<b>Value</b>		<b>5</b>	<b>X</b>	Score of the whole Idea will be
	Encouraging brainstorming and conversation process	<b>3</b>	<b>Value</b> overall score will be calculated based on weighted elements score.	calculated based on the weighted
	Increasing employee engagement	<b>2</b>		values of our core three criteria - Value, Cost and
	Building Trust	<b>2</b>		Constraints.
	Reducing time in meetings	<b>1</b>		
	Improving collaboration	<b>2</b>		
<b>Cost</b>		<b>1</b>	<b>Y</b>	
	License	<b>3</b>	<b>Cost</b> overall score will be calculated based on weighted elements score.	
	Team members time involved in implementation	<b>1</b>		
	Ongoing support and software maintenance	<b>2</b>		
	Community Management	<b>3</b>		
	Training	<b>1</b>		
<b>Constraint</b>		<b>4</b>	<b>Z</b>	
	Adoption throughout organization	<b>4</b>	<b>Constraint</b> overall score will be calculated based on weighted elements score.	
	Process simplicity	<b>2</b>		
	Readiness	<b>1</b>		
	Integration to related systems	<b>1</b>		
	Creating internal champions to ensure success of process	<b>2</b>		

## Creating a new evaluation

Click on the “Create Evaluation” link within the “Idea Evaluation” tab:



The first step is to enter the “Basic Information” which consists of:

**Evaluation Title:** Simply enter name of evaluation

**Evaluation Description/Background:** Enter a short background. This will display as an instruction / welcome text to chosen evaluators when they login.

**Custom welcome text:** For value, cost and constraints, we display default text. This can of course be changed if required.

**Evaluation dates:** Enter the dates on which the evaluation can take place. Note: reports can only be viewed after the evaluation end date.

**Selecting an Idea for evaluation:** You can use the filters for “Filter within Challenge” and “Filter by Status” to locate your idea you wish to evaluate.

The 2<sup>nd</sup> tab allows you to add Weights and enter custom names for each component. There are three general criteria involved in the evaluation: **Value, Cost and Constraints**. Add a weight for each in order to show relative importance attached to each.

Basic & Info   Weights   Email Template   Assign Review Team

Enter a value for each element, within each of the 3 core criteria of value, cost and constraint. (?)

Criteria	Custom Name	Weight
<b>Value</b>		4
Element 1	Need for a solution	2
Element 2	Solution Readiness	2
Element 3	Improvement over curre	2
Element 4	Numbers of people ben	2
Element 5	Ease of trial-ing/testing	2
<b>Cost Agreements</b>		3
Element 1	Likelihood that Impleme	5
Element 2	Likelihood that Financial	5
Element 3	People Requirement	3
Element 4	Financial Requirement	2
Element 5		
<b>Constraint</b>		3
Element 1	Process Complexity	3
Element 2	Compatibility with curre	3
Element 3	Speed of Adoption	3
Element 4	Benefits Observable anc	1
Element 5		

SAVE

## The importance of the number 10

The total value of weighting must come to ten (10). Both is the case of the elements AND in the key components of value, cost and constraint.

Criteria	Custom Name	Weight
<b>Value</b>		5
Element 1	Encouraging brainstorming and	3
Element 2	Increasing employee engagem	2
Element 3	Building Trust	2
Element 4	Reducing meeting times	1
Element 5	Increasing collaboration	2
<b>Cost</b>		1
Element 1	license	3
Element 2	Implementation resources	1
Element 3	Software support	2
Element 4	Community Management	3
Element 5	Training	1
<b>Constraint</b>		4
Element 1	Adoption	4
Element 2	Process simplicity	2
Element 3	readiness	1
Element 4	Integration to related systems	1
Element 5	Create Int Champions	2

**Total  
= 10**

The 3<sup>rd</sup> tab allows you to customize the “Email Template” which is sent after you assign your review team.



Basic & Info   Weights   Email Template   Assign Review Team

**Email Template to send alert to assigned moderators**

Email Subject:

Email Body Text :

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Hi @\$firstname@\$

You have been invited to evaluate the idea @\$ideatitle@\$

Please click on the below link to start your evaluation.

[@\\$url@\\$](#)

Best Wishes  
Ideas Team

**UPDATE**

The 4<sup>th</sup> and final tab will display a list of moderators which can be assigned to evaluate the selected idea. Ticking the box next to their name and click on the “Assign” button:

Basic & Info   Weights   Email Template   Assign Review Team

**Assign Moderators to review idea**

Select all Moderators

jimsproat - Jim Sproat

johnmoderator - john maynard

palakmoderator - Palak Shah

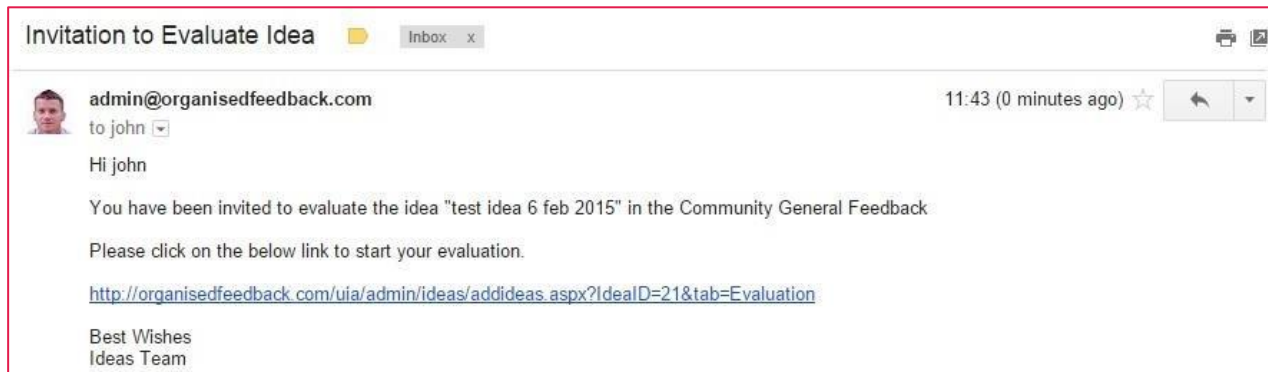
Stefliss - Stéphane Lissillour

Stephane - Stéphane Lissillour

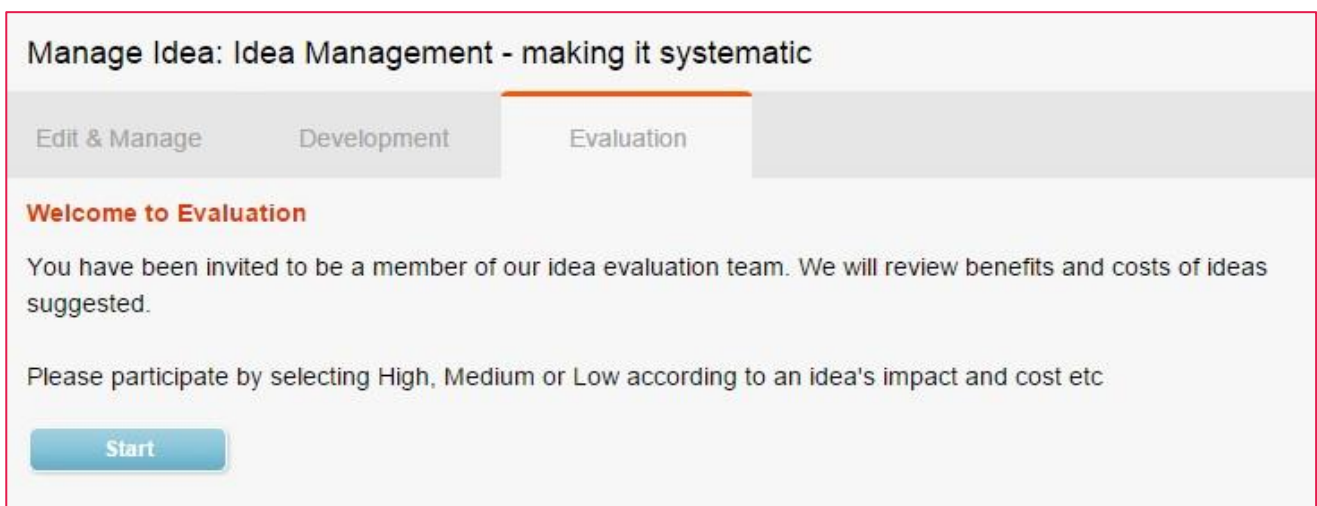
uzair - Uzair Jamil

**ASSIGN**

The assigned moderators will be sent the following email:  
*(from where they can click on the link to be taken straight to the evaluation scorecard)*



Reviewers are first greeted with a custom welcome message, introducing the review and inviting them to rate the idea based on their specific area of expertise:



They respond by selecting **High, Medium** or **Low** according to the idea's high, medium or low impact on each of the cost factors listed.

### Manage Idea: Idea Management - making it systematic

Edit & Manage
Development
Evaluation

**Rate this Idea**

**Value**

Value will be measured in benefits following from each element in terms of cost savings or additional revenue streams identified. In addition we will also consider other benefits and value added.

**Rate this Idea**

**Value**

Encouraging brainstorming and conversation process	<input type="checkbox"/> L	<input type="checkbox"/> M	<input checked="" type="checkbox"/> H
Increasing employee engagement	<input type="checkbox"/> L	<input type="checkbox"/> M	<input checked="" type="checkbox"/> H
Building Trust	<input type="checkbox"/> L	<input checked="" type="checkbox"/> M	<input type="checkbox"/> H
Reducing meeting times	<input type="checkbox"/> L	<input type="checkbox"/> M	<input checked="" type="checkbox"/> H
Increasing collaboration	<input type="checkbox"/> L	<input checked="" type="checkbox"/> M	<input type="checkbox"/> H

**Cost**

We will look at costs in terms of resources, time and effort required to develop an idea.

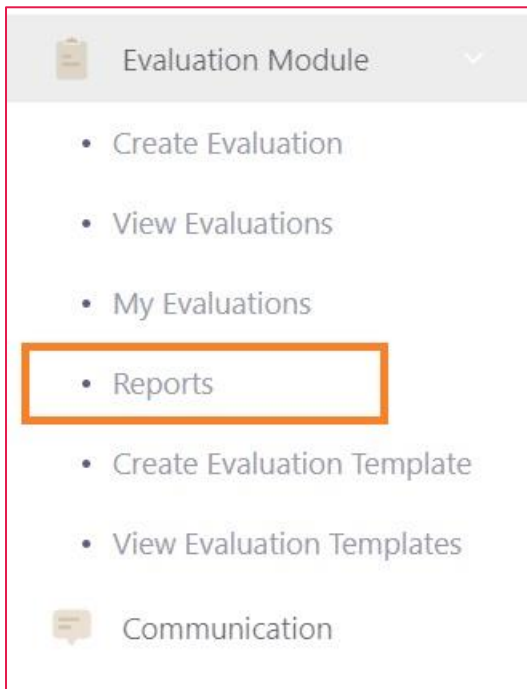
**Cost**

license	<input type="checkbox"/> L	<input checked="" type="checkbox"/> M	<input type="checkbox"/> H
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The evaluator receives a thank you message after successfully completing the evaluation scorecard.

## Running your evaluation report

Click on the “Activity Reports” link from the left menu tab “Idea Evaluation.”



A list of the completed evaluations will be displayed.

Idea Evaluation Report

Idea Evaluation Report

Idea Title:  Evaluation Title:

From Date:  To Date:

GO

Evaluation Title	Idea Title	Score
test evaluation	All e-mail addresses should have a signature file	<a href="#">35.00 %</a>
Idea Management	Idea Management - making it systematic	<a href="#">45.70 %</a>

Clicking on the “score” hyperlink will open the following popup. Showing the breakdown and detail of the 3 elements (*scored by each assigned evaluator*)

The screenshot shows a 'Score Details' modal window overlaid on an 'Evaluation Report' page. The modal contains a table with the following data:

User Name	Value	Cost	Constraint	Response Index
david sproat	5.00	6.40	10.00	5.92
john maynard	7.50	8.00	5.00	7.4
palak shah	7.50	10.00	10.00	8.5

Below the table, there is a small number '1' centered.

## Evaluation Templates

Sometimes you might want to use the same evaluation card on multiple ideas. You can create an evaluation template, and save it, ready to be used for existing and future Ideas.

You create the template in the usual way:

The screenshot shows the 'Email Template' configuration page. The page has four tabs: 'Basic & Info', 'Weights', 'Email Template', and 'Assign Review Team'. The 'Email Template' tab is active. The page title is 'Email Template to send alert to assigned moderators'. There are two main input fields: 'Email Subject' and 'Email Body Text'. The 'Email Subject' field contains the text 'Invitation to Evaluate Ideain Challenge Safety is a core value'. The 'Email Body Text' field contains a rich text editor with the following content:

Hi @\$firstname@#\$

You have been invited to evaluate the idea @\$ideatitle@#\$

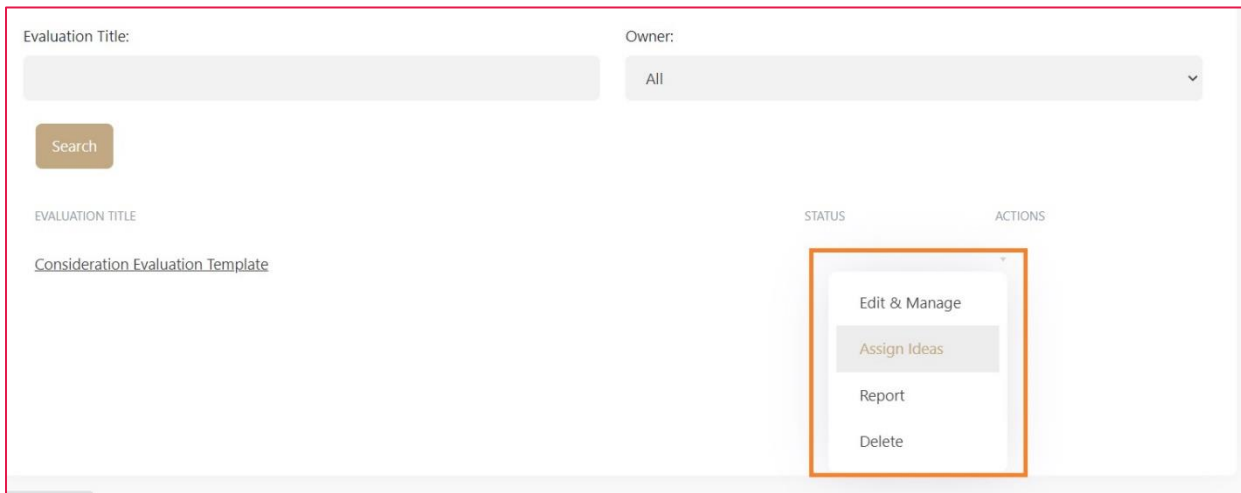
Please click on the below link to start your evaluation.

[@\\$url@#\\$](#)

Best Wishes  
Ideas Team

At the bottom right of the form, there is an 'UPDATE' button.

Once your template is complete, you can assign ideas to it using the gear dropdown:



Search for the idea, tick its checkbox, then click 'Assign Selected Idea'. You can also assign Challenges, using the same method.