

# Decision-Making with 1000minds

GoSkills online course syllabus

Tuesday, March 18, 2025

**Skill level**

Beginner

**Lessons**

15

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

1h 16m

**Estimated study time**

4h for all materials

**Instructor**

Petra Kelly-Voicu

## Getting Started

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- 1 Introduction to Multi-Criteria Decision-Making and 1000minds**  
Define Multi-Criteria Decision-Making terminology and get an overview of the decision-making process using the 1000minds software.
- 2 Projects, Decisions, and Surveys**  
Learn how to create a new project, decision, or survey; organize existing items; share your projects for group collaboration; and view examples. We will also review the difference between a decision and a survey.

## Decision Setup

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- 3 Configuration**  
Specify your criterion weighting method and preferred terminology for this decision.
- 4 Criteria**  
Define what it is that matters to you when deciding between different alternatives.
- 5 Costs and Other Considerations**  
Understand the difference between costs & other considerations and your criteria, and learn how to enter these other considerations.
- 6 Impossible Combinations**  
Enter any combinations of criteria and their levels that are unrealistic, so that these may be omitted from the trade-offs, thereby minimizing confusion in the decision-making process.
- 7 Alternatives**  
Add and edit the options you are prioritizing or choosing between.

**8** **Importing Alternatives**  
Import a list of alternatives from a Microsoft Excel workbook into 1000minds.

**9** **Trade-offs**  
Tell 1000minds what your preferences are by answering a series of questions involving trade-offs.

## Decision Results

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**10** **Results Summary**  
Understand the general overview of your results, including your preference values, ranked alternatives, trade-off statistics, and a sneak-peek of the value-for-money chart.

**11** **Preference Values**  
Learn how to analyze your preference values to better understand how important each of your criteria is to you, relative to each other.

**12** **Ranked Alternatives**  
View your alternative rankings, compare alternatives to each other in more detail, and understand why your alternatives scored the way they did.

**13** **Value-for-Money Chart**  
Learn how to use the value-for-money chart to factor in costs and other considerations into your final decision – the highest ranked alternative is not necessarily the best option!

**14** **Alternative Selection**  
Learn how to select the best alternative, and apply a budget to your decision.

**15** **Scaling Scores**  
Kick your decision-making up a notch by scaling your scores to set the minimum score to something other than zero. This may help you view the scores more realistically and change your view on what the best alternatives really are.

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