

Major Project Criteria Sheet Instructions

These instructions are intended to provide guidance on how to complete the Excel criteria sheet for major projects. At the bottom of the Excel workbook there are tabs for static and dynamic criteria sheets. The static sheet is intended to be printed and completed manually. The dynamic sheet is intended to be completed online and then printed.

Static

Open the Excel file.
Select the Static tab.
Print the worksheet.
Enter the criteria scores.
Sum the criteria scores on the last page.

Dynamic

Open the Excel file.
Select the Dynamic tab.
Enter the criteria scores in the yellow cells either as pull-down selections or direct entry.
The worksheet will sum the criteria scores.
Print the worksheet.