

## Program Manager's Checklist for Review of Tradeoff Planning and Studies

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- ARE ALL VIABLE ALTERNATIVES BEING EXPLORED?
  - Is each alternative clearly defined?
  - Have the alternatives been prescreened? How?
  - Are affordability limits established?
  - Can all of the screened-out alternatives be defended?
  
- ARE SELECTION CRITERIA IDENTIFIED?
  - Are all significant criteria identified?
  - Do the criteria discriminate among alternatives?
  - Are the criteria measurable?
  - Have the criteria been pre-approved?
  
- IS THE CRITERIA WEIGHTING SYSTEM ACCEPTABLE?
  - Are rationales for criteria weights explained?
  - Are criteria weights consistent with guidance?
  - Are criteria weights consistently distributed in the tree?
  
- ARE UTILITY (SCORING) CRITERIA DETERMINED?
  - Is defensible rationale established for each criterion?
  - Are criteria developed from operational measures of effectiveness where possible?
  - Do all plans use the same numerical scale?
  - Is the location of the "zero point" explained?
  
- ARE EVALUATION METHODS DOCUMENTED?
  - Are test data reliability estimates (confidence levels) incorporated?
  - Are models validated? When? By Whom?
  
- HAS SENSITIVITY BEEN ESTIMATED?
  - Are error ranges carried through with worst-on-worst case analysis?
  - Have the effects of changes in the utility curve shapes been examined?
  - Have rationales for the limits been developed?