

## *CTLite* *Executive Summary*

### *What it is:*

*CTLite* is a collaborative software environment for evaluating alternatives. It can be used by decision-making groups to determine which employee to hire or promote, which project is best, what priorities various activities should have, which service is preferable, which product is superior. In general, it can be used in any situation where it is necessary to evaluate, rank and compare alternatives.

Any number of people can participate together in an evaluation—or *decisioning*—project. Participants can establish criteria against which they and their colleagues will evaluate and rank the alternatives. Each participant weighs the criteria as to importance along their own perspective, and then scores or ranks the alternatives against each criterion.

*CTLite* uses the same fundamental methodology and mathematics used in Olympic competition to judge competitors in figure skating, gymnastics and diving. The alternative that accumulates the highest scores along the most important criteria is considered the superior choice.

### *Why use CTLite:*

*CTLite* saves time by reducing the need for meetings, memoranda, spreadsheets and e-mail. *CTLite* reduces the need for discussions, reports and correspondence by coordinating analysis and review within its easy-to-use collaborative environment. Members of a decision-making team can conveniently work along their own schedules to together assess a “best fit” for the organization.

*CTLite* also puts a “sharper point” on your decision-making activities. Facts, figures, emotions and opinions become readily reduced to numbers that are used to calculate which of many alternatives is optimum for the needs of your organization. Used with diligence throughout your enterprise, *CTLite* will not only save you time, it will save you money by improving your organization’s return-on-investment through an increased quality of decision-making.

### *How it works:*

An administrator sets up a decisioning project and at least one community for that project within *CTLite*. The administrator is typically not one of the decision project participants. *CTLite* creates e-mails when the project and community are set-up, and those e-mails are sent to the administrator, who then forwards it onto the participants so that they can register and become community members to participate in the decisioning project.

Once registered, community members establish criteria (*attributes* within *CTLite*) for their community, and alternatives (*offerings* within *CTLite*) for the project. Over time, members individually weigh the attributes as to importance along their own perspective, then score offerings against those attributes. *CTLite* supports any number of communities per decisioning project.

As the project proceeds, administrators can affix relative weights to the users in their communities. This is done to provide additional weights to different member’s perspectives, based upon their expertise, position, influence, or for a variety of other reasons. In a multiple community project, the administrator that created the project can affix relative weights to communities, too.

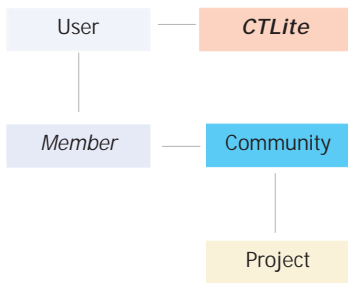
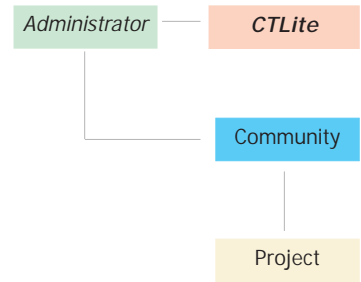
Anonymity and security are key elements within *CTLite*. While all community members can communicate to each other through e-mail or post comments via the *CTLite* discussion board, members can only see their own weights and scores.

The project administrator cannot see any member’s weights and scores. The final results can only be tallied when the project is complete, and once a project is complete, it is not possible to alter any weight or score.

# CTLite

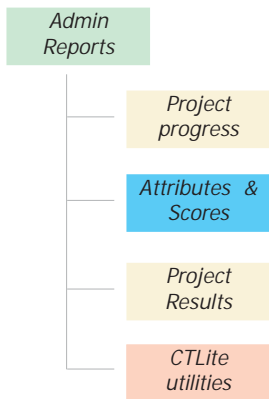
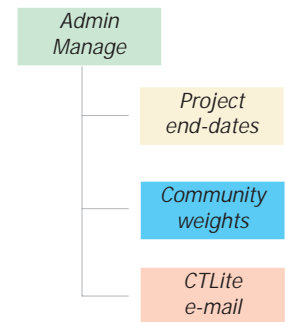
## Executive Summary

A *CTLite* Administrator initiates a decisioning project by establishing a community wherein decision-making teams can function.



Users must register as Community Members with *CTLite* to participate in a decisioning Project.

Administrators have powerful tool-sets available to manage Communities and on-going Projects.



Administrators have Reports available to understand and administer Communities and ongoing Projects.

While Community Members' main responsibility is to weigh Attributes and to score Offerings, *CTLite* also provides useful reports and utilities.

