

MULTIVOTING (LIST REDUCTION)

Team Name: CPI		Number of Participants: 10		
Topic: Lunch				
Votes Per Item Per Round				
List:	1	2	3	
BBQ	3	4		
Cafeteria	3	7	8	
Chinese	4	3		
French	1			
Hamburgers	6	6	5	
Hot Dogs	2			
Ice Cream	0			
Italian	1			
Pizza	5	6	7	
Sub Sandwiches	3	4		



Purpose

Multivoting or list reduction is a technique used to reduce a large list of items to a manageable few. It is often used to decrease the number of items identified during a brainstorming session to a select few. It allows all team members to have input on deciding which issues are most important to the team as a whole. It also facilitates combination of ideas to make the remaining ideas more powerful and widely accepted by team members.



Process

1. Make a list of the items to be reduced visible for everyone involved and review with team members the process to be used.
2. Review all the items on the list to ensure full understanding by all team members of all items to be voted on. Several of the items may be combined if they do not reduce the impact of either item.
3. First Vote. Everyone is given the opportunity to vote for the items on the list that they consider most significant. At this time, no weight is given to each vote. A team member may only vote once for an item but may vote for as many items as they like. No lobbying, discussion, or negotiation of voting.
4. After the first round of voting is complete, items with the larger number of votes are circled. The team will decide at this point how many votes are necessary to circle an item.



Example

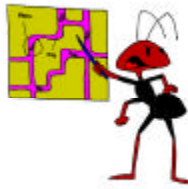
1. & 2. Make List and Review:

Team Name: CPI	Number of Participants: 10		
Topic: Lunch			
	Votes Per Item Per Round		
List:	1	2	3
BBQ			
Cafeteria			
Chinese			
French			
Hamburgers			
Hot Dogs			
Ice Cream			
Italian			
Pizza			
Sub Sandwiches			

3. & 4. First Vote and Reduce:

Team Name: CPI	Number of Participants: 10		
Topic: Lunch			
	Votes Per Item Per Round		
List:	1	2	3
BBQ	3		
Cafeteria	3		
Chinese	4		
French	1		
Hamburgers	6		
Hot Dogs	2		
Ice Cream	6		
Italian	1		
Pizza	5		
Sub Sandwiches	3		





Process

5. Second Vote. All members are again allowed to vote. This time each team member is allowed only the number of votes equal to half the remaining list. If there are 6 items remaining, each team member may vote for the 3 items they consider most significant. No lobbying, discussion, or negotiation of voting.

6. Continue to reduce the list using the voting method of the second vote until there are only from three to five items remaining for consideration.



Example

5. Second Vote and Reduce:

Team Name: CPI		Number of Participants: 10	
Topic: Lunch			
Votes Per Item Per Round			
List:	1	2	3
BBQ	3	4	
Cafeteria	3	7	
Chinese	4	3	
French	1	<input type="radio"/>	
Hamburgers	6	6	
Hot Dogs	2		
Ice Cream	0	<input type="radio"/>	
Italian	1		
Pizza	5	6	
Sub Sandwiches	3	4	



6. Third Vote and Reduce:

Team Name: CPI		Number of Participants: 10	
Topic: Lunch			
Votes Per Item Per Round			
List:	1	2	3
BBQ	3	4	
Cafeteria	3	7	8
Chinese	4	3	
French	1		
Hamburgers	6	6	5
Hot Dogs	2		
Ice Cream	0		
Italian	1		
Pizza	5	6	7
Sub Sandwiches	3	4	



Key Points

- Never multivote down to one remaining item. Voting down to one item creates a winner/loser situation not desired for team dynamics.
- Make sure everyone has a clear understanding of how **multivoting**/list reduction works before beginning.
- This process is used to **reduce a list** to critical remaining items. Other tools can be used to evaluate the remaining items.
- Work quickly with no discussion or negotiation unless an item needs clarification.