Example of a criteria table (appropriate for most engineering projects).

The criteria table should be sufficient to evaluate the finished product. If it just satisfies all of the criteria it is a success.

Features:

- Criteria are listed in priority order, with things most important near the top.
- Each criterion should have an identifying number, starting at #1 at the top.
- A very short "title" for each criterion (ex, "safe to operate").
- A concise but very specific description, **quantified** if possible. The description must be sufficient to evaluate the design – does in fully satisfy the criterion or not.

Table 1 – lawn mower design criteria.

#	**Criteria**	**Priority**	**Description**
1	Safe to operate	Essential	Must meet all governing regulations and standards
2	Economical	High	Maximum unit production cost of $100, maximum development cost $100K
3	Portable	High	Weigh less than 40 pounds and be easily lifted
4	Easy to start and operate	High	Require no more than 20 pounds force to start (if using a manual starter system), should require no more than 10 pounds to push on flat level ground covered with 4 inch tall grass
5	Easily serviced	Medium	Routine service should possible with standard tools (screwdrivers, wrenches and hammers) and should be able to be performed by untrained users in 15 minutes
6	Cut the grass to lengths between 1.5 and 4.0 inches	Medium	With ½ inch adjustments
7	Esthetically pleasing	Medium	Determined by Marketing Department