

## Tools

### Matrix Diagram

#### *Finding Relationships*

#### Background

Matrix diagram (table, chart) enables group members to systematically identify and analyze information. It is an orderly arrangement of data, especially one in which the data are arranged in columns and rows in an essentially rectangular form.

#### When to Use

- When information needs to be clear and communicated
- When work needs to be distributed appropriately

#### How to Use

1. Select the key factors affecting a successful implementation.
2. Select group members who have knowledge related to the factors.
3. Select a matrix format.
4. Select and design relationship symbols (if applicable). Note: a matrix can be text only.
5. Complete the matrix.

#### Variations

A matrix diagram is based on related factors and how they affect each other. More important than the tool is “matrix thinking”--linking component parts and identifying relationships. Design the matrix to improve the quality of conversation that leads to better decisions. A matrix can be simple or complex.

#### How Does It Look

Simple:

Data Matrix				
Product Service	Customer Expectations	Input Measures	Output Measures	Process Measures

More Complex:

Legend:

- ◇ Prime Responsibility
- △ Secondary Responsibility
- Keep Informed

	Central Adm	Campus Adm	Teaching Staff	Students
District Planning	◇	△	○	○
Site Planning	○	◇	△	○
Classroom Planning	○	○	◇	△
Student Planning		○	△	◇

#### Next Steps

The matrix is an implementation planning and monitoring document. The key to success is ongoing monitoring with adjustments, as needed.

