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## Tools

### Nominal Group Technique (NGT)

#### Ranking Ideas

#### Background

Nominal group technique (NGT) is a tool to quickly reach consensus on issues, problems or solutions. Each group member ranks the items. A group ranking is produced by combining individual rankings.

#### When to Use

- When group commitment is needed
- When individual group members need to participate without feeling pressure from the group

#### How to Use

1. Generate the list of issues, problems or solutions using brainstorming. Note: If the list is large, refer to “Brainstorming” description for ways to get the list to a manageable number.
2. Write the statements in large letters on chart paper. Use a “bullet” to identify each statement. Leave space between each statement.
3. Distribute post-it notes to each group member that equal the number of statements on the chart paper.  
(e.g., 10 statements = 10 post-it notes)
4. Each group member will number each post-it note, one through the number of statements, using numerals. (e.g., 1 - 10.)
5. With the **largest number the most important ranking** and the **smallest number the least important ranking**, each group member attaches a post-it note beneath each statement on the chart paper.
6. The facilitator and a group member add all post-it note numbers for each statement and write the total number beside each statement.
7. The list is rewritten in priority order--from largest number to smallest number. The result is a ranking from most important to least important.

#### Variations

- A. Rather than using post-it notes, the statements are labeled with letters--A through the number of statements (e.g., A - J). Each group member records the corresponding numbers on a piece of paper and rank orders the statements. The individual rankings are combined to produce the overall ranking.
- B. Each group member is given 100 points. Each member distributes the points among as many or as few choices as desired.
- C. Each group member numbers five post-it notes, 1-5. Each member distributes the notes among five choices. Five (5) is most important.

#### Next Steps

Develop strategies and action plans to address the highest priorities.

