

Prioritization Matrix

Definition/Purpose: A Prioritization Matrix is a useful technique to identify which problems are the most important to work on solving first. The Matrix helps you rank problems or issues generated through brainstorming, using weighted criteria that are important to your project and/or organization. Useful in Define and Improve phases when you need to prioritize problems, or to achieve consensus about an issue or proposed solution. Also helpful in sharing with your sponsor and others how final choices were made.

Instructions:

1. Develop criteria that are important for the listed issues/problems/solutions that were generated from your team or brainstorming session. Examples of typical criteria include:
 - a. Frequency: How frequent is the problem? Does it occur often or only on rare occasions?
 - b. Importance: From the point of view of the users, what are the most important problems? What are the problems that you want to resolve?
 - c. Cost
 - d. Time
 - e. Potential Benefits
 - f. Ease of Implementation
 - g. Feasibility: How realistic is it that we can resolve the problem? Will it be easy or difficult?
 - h. You can choose other criteria if they better fit the situation you are discussing.
2. List criteria on flipchart or blackboard. Narrow criteria to 10 or fewer through consensus or multi-voting approach. Multi-voting steps:
 - a. Count number of criteria listed and divide by 3.
 - b. Each member has this number of votes from step 2 to vote for criteria they consider important.
 - c. Count votes. Eliminate any criteria with < 2 votes. With teams > 5 members- you may want to eliminate criteria with 3-4 votes.
 - d. Repeat process until a manageable number of items are achieved (2-6).
3. Weight Criteria- each member allocates 1 point between the criteria. Compute a composite score by adding up scores from all members for a particular criteria. (see example below).
4. Rank items against established criteria based on selected scoring systems. Examples of scoring systems noted on next page.
5. Add total of all members rankings from step 4 and multiply by the criteria weight. High scores indicate the best options.

Weight Criteria Example

Criteria	Team Member A	Team Member B	Team Member C	Composite Score
A. Frequency	.5		.4	.9
B. Importance	.2	.2	.3	.7
C. Feasibility	.3	.2	.3	.8
D. Cost		.6		.6
Total	1.	1.	1.	3.0

Prioritization Matrix

Problem/Solution	Frequency .9	Importance .7	Feasibility .8	Cost .6	Total Points
Item 1					
Item 2					
Item 3					

Possible Scoring System:

Scoring System:

- 1- Very low
- 2- Low
- 3- Medium
- 4- Fairly High
- 5- Very High