

PROJECT PRIORITIZATION 101

Learning how to take the chaos out of setting project priorities

Challenges

DoIT needed a way to prioritize 83 new projects in the midst of a...

- Currently full workload
- Reduced budget
- Limited staff
- Priority level of HIGH on everything



5 Steps to Rank Your Projects

1. Determine your criteria and their values
2. Establish criteria weight
3. Create a matrix
4. Work in teams (if participant numbers allow) to score projects
5. Discuss results and finalize your list.

Project Criteria Weighting and Scoring Matrix

CRITERIA	WEIGHT	SCORING VALUES	Project A	Project B	Project C
Required Service/Product (are any of these true?) • Multiple campus, LTR System or other - process/transition/CEO and/or legal/compliance • Projects construction/initial service • Other service/products dependent	5	R.S.S.P 1. None are true 2. Some are true 3. Some are true 4. All are true	45	25	0
Strategic Alignment • Campus Plan/Strategic Plan/Initiative • Administrative Locations • Substantial Innovation	4	O.S.S.S 1. Align with none 2. Align with some 3. Align with some 4. Align with all	12	24	12
Value to "Customer" • Customer are consumers or users of the service/product and could be students, staff, faculty, LTR System, other campuses, external partners and even other services, projects that are funded (HR, SWAC, grant, etc.)	4	O.S.S.S 1. Little value to the customer(s) 2. Some value 3. Lots of value to customer 4. Experimental to customer(s)	36	24	0
Minimal Risk • Is there a high or impact by not providing the service or product?	3	R.S.S.P 1. Little risk exposure to the campus or customer 2. Some risk 3. High risk 4. Riskier and unpredictable although use in the campus or customer if risk allowed or enhanced	18	27	9
Leverage Potential • Multiple-effect, service/product can be leveraged for other organizations on campus or within LTR System, and/or other sites for strategic partners	3	R.S.S.P 1. Little leverage potential, isolated service 2. Some leverage 3. High leverage 4. Potential service could be leveraged by many	9	18	9
Lack of Hidden Costs/Full disclosure (understanding of scope and sustainability) - requires implementation and maintenance costs	2	O.S.S.S 1. Lots of unknown or hidden costs, scope is not known 2. Some 3. Many 4. All costs, direct and indirect, disclosed scope is known	0	6	9
User/Customer base/Impact • % of customer/users/customer good and impact of project	2	O.S.S.S 1. No customer impact 2. Some customer impact 3. High customer impact 4. High impact/major users	12	12	12
TOTAL SCORE FOR EACH PROJECT			132	136	57

How It Works

This method can work for you too, because it's...

- Logical
- Consistent
- Impartial, and takes emotion out of the process
- Quick and easy
- Adaptable for many priority-setting needs

Interested in using Prioritization Matrix for your department?

quality.wisc.edu
 click on the "How To" Guides
 Prioritization Matrix

