# 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.

## 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

## Project Criteria Weighting and Scoring Matrix

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT</th>
<th>SCORING VALUES</th>
<th>Project A</th>
<th>Project B</th>
<th>Project C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Service/product (are any of these true?)</td>
<td>5</td>
<td>0, 1, 2, 3, 4, 5</td>
<td>40</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Strategic Alignment</td>
<td>4</td>
<td>0, 1, 2, 3, 4, 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Value in &quot;Customer&quot;</td>
<td>4</td>
<td>0, 1, 2, 3, 4, 5</td>
<td>36</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>Minimum Risk</td>
<td>3</td>
<td>0, 1, 2, 3, 4, 5</td>
<td>18</td>
<td>27</td>
<td>9</td>
</tr>
<tr>
<td>Leverage Potential</td>
<td>3</td>
<td>0, 1, 2, 3, 4, 5</td>
<td>9</td>
<td>18</td>
<td>9</td>
</tr>
<tr>
<td>Lack of Hidden Costs Disclosure</td>
<td>2</td>
<td>0, 1, 2, 3, 4, 5</td>
<td>0</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>User/Improvement</td>
<td>2</td>
<td>0, 1, 2, 3, 4, 5</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

**TOTAL SCORE FOR EACH PROJECT**

- Project A: 132
- Project B: 156
- Project C: 67

Interested in using Prioritization Matrix for your department?

[quality.wisc.edu](http://quality.wisc.edu) click on the "How To" Guides Prioritization Matrix