**PRIORITIZATION MATRIX**

**Purpose**

The Prioritization Matrix helps identify the projects, factors, or ideas that should be addressed first in order to maximize improvement and results, while minimizing resources.

**How to Facilitate**

1. **Identify quality improvement priorities for your team**
	* Discuss with your team whether the quality improvement priorities in the template are sufficient (#1 on diagram). If not, remove any you don’t need and brainstorm additional key priorities. Add new priorities to the row.

**2**

**1**

* + In the respective cells below, in the row entitled “What is the priority weight?” (#2 on diagram), determine the relative importance of each priority on a scale of 1-10 (1=low priority, 10=high priority).

**4**

**3**

1. **Identify the problems/factors to be addressed**
* Guide your team to brainstorm a list of problems/factors that need to be addressed and list these in the column entitled “What are the projects?” (#3 on diagram).
	+ In the adjacent columns, determine the importance of each problem/factor with respect to each quality improvement criteria on a scale of 1-10 (1=low importance, 10=high importance).
1. **Totaling the results**
	* This template automatically calculates the final priority score (#4 on diagram) for each problem/factor. This can also be manually calculated by first multiplying the value assigned to each problem/factor by the priority weight given to the quality improvement priority. Sum the products of these two values across the row to calculate the final priority score.
	* Use the final priority score to help prioritize the problems/factors to address.

\*\*Best used as a digital copy so the Priority score will be calculated automatically (double click on the below table). Otherwise, calculate the scores manually following directions listed above.



**EXAMPLE PRIORITIZATION MATRIX – Baking a Custom Cake**

|  |  |
| --- | --- |
| **What date was the project developed?** | January 1, 2020 |
| **What is the activity?** | Baking a Custom Cake  |
| **Who is the facilitator?** | Baker  |
| **What are the quality improvement priorities?** | **Little to no customization necessary** | **Reduce 7 types of Waste** | **Improve Ease of use: administration** | **Improve Ease of use: staff** | **Scalable to other Processes and Teams** |  |
| **What is the priority weight? (1-10)** | 5 | 10 | 9 | 10 | 8 |  |
| **What are the projects?** |  | **Priority** |
| Discuss customer cake order | 9 | 8 | 10 | 10 | 10 | **395** |
| Find a recipe | 8 | 10 | 9 | 9 | 9 | **383** |
| Make a list of ingredients  | 7 | 7 | 8 | 8 | 8 | **321** |
| Get ingredients from grocery store | 6 | 6 | 7 | 7 | 7 | **279** |
| Turn on music | 1 | 1 | 1 | 1 | 1 | **42** |
| Mix ingredients | 5 | 5 | 5 | 5 | 5 | **210** |
| Bake the cake | 4 | 4 | 4 | 4 | 4 | **168** |
| Decorate the cake | 8 | 3 | 1 | 1 | 1 | **97** |
| Deliver cake to customer  | 5 | 2 | 5 | 5 | 5 | **180** |