



Priority matrix

Workshop overview

Title	Priority matrix
Objectives	<ul style="list-style-type: none"><li data-bbox="614 405 1624 451">• Plot the required actions for project success.<li data-bbox="614 505 1445 551">• Rank the actions according to merit.<li data-bbox="614 605 1039 651">• Prioritize actions.
Guidance	<p data-bbox="614 699 1798 911">This workshop should follow the <i>Fishbone Analysis</i> activities. The project elements identified in that workshop are used in this one. The goal at this stage is to minimize discussion and fine details.</p>

Workshop overview

Title	Priority matrix
Group size	Ten to 20 people working in small groups.
Resources	<ul style="list-style-type: none">• PowerPoint presentation—<i>Priority Matrix</i>• Word guide• OneNote supporting document• Priority matrix template
Timing	Two hours
Outputs	<ul style="list-style-type: none">• Completed priority matrix for a variety of project ideas.• The beginning of an action plan for project implementation.

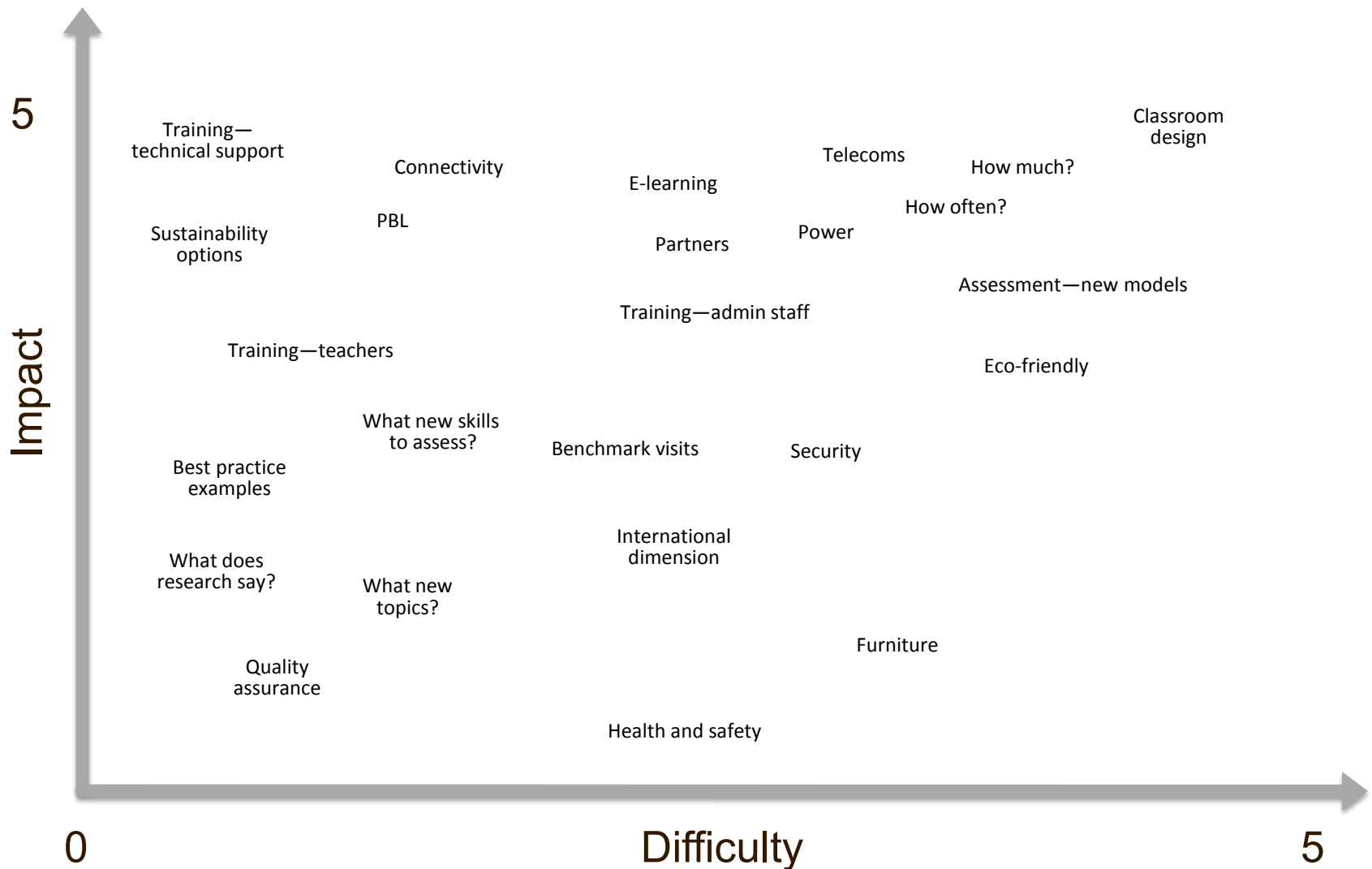
What is a priority matrix?

- Use the priority matrix as a quick visual reference for prioritizing project deliverables.
- Refer to the matrix to get started with the more detailed action planning process.
- Go with your instincts when plotting elements on the matrix.
- Refer to the project elements developed in the fishbone analysis workshops.
- Use one matrix per project.
- Avoid small details at this stage.
- Remember—nothing is fixed at this stage.

The priority matrix



Plot fishbone elements by impact and difficulty



Start in the dark green area—high impact, less difficulty

