

Prioritization Matrix

A series of tools to examine relative priority of projects assessed against driving organizational factors. How to:

- **Determine** which initiatives or projects are “eligible” for ranking. (Accreditation visits, state inspections, etc., are generally not eligible because scope and timing are not controllable).
- **Get consensus** on the key organizational factors that influence priority; it is best to have several stakeholders input on this.
- **Determine** who your key stakeholders will be for this exercise: Members of the quality council, direct supervisors, key managers, leaders, your staff. Keep the group small.
- **Determine** the rules for the matrix: Will factors be weighted or not? How much weighting to apply? Be sure to gain consensus for the final weightings.
- **Determine** the method to get rankings: Live and in person with consensus, total points ranking, or an average of group ranking.
- **Discuss** “what-ifs” before the ranking: What to do about ties, for example.
- **Conduct** the ranking according to plan.
- **Report** out to stakeholders on how this ranking will help with prioritization. Gain their approval for any modified plans.

Prioritization Matrix	Factors							TOTAL
	Best Clinical Outcome	Low Risk Adverse Event	Reduces Costs	Aligns with Reg./Legal Req.	Small Operational Impact	Improves Pt. Satisfaction		
Initiative 1	5	2	3	4	1	2	17	
Initiative 2	3	5	4	3	5	4	24	
Initiative 3	1	5	1	4	3	3	17	
Initiative 4	3	5	2	2	1	2	15	
Initiative 5	1	4	3	3	5	4	20	
Initiative 6	4	3	4	3	4	2	20	