

Project Prioritization Matrix

The **Prioritization Matrix** is a Lean Tool that helps organizations align potential projects to Key Performance Indicators (KPI's / Strategic Business Objectives) while assessing the feasibility to successfully realize benefits within a dedicated timeline.

Key Performance Indicators (KPIs)	Relative weights	Feasibility Metrics	Relative weights
Reduce Operating Cost	1	Short Time Frame < 3 Months	3
Customer Sat - Service Quality	2	Low Complexity	1
Revenue Increase	2	Skill Set Available	2
Positive Workforce Impact	3	Process is Easy to Change	2

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Step 2:

Identify Feasibility

Metrics and input

along the top of

the matrix.

Potential Projects	Feasibility Metrics →	Short Time Frame	Low Complexity	Skill set available	Process is Easy to Change		
	Relative weights	3	1	2	2		
Automate Self Check-in	M	M	H	H			48
Develop Workforce Development Plan	H	M	H	M			54
Redesign Workforce - Attract-Onboard & Retain Plan	L	M	H	M			30
							0
	0						0
	0						0
Degree of positive correlation of each item with each metric: Low (L) Medium (M) High (H)							
							0
	0						0
	0						0
	0						0
	0						0

Overall rankings

Project Prioritization Matrix

Step 3:

KPI's & Feasibility Metrics

are cross multiplied and placed on the matrix to help organizations prioritize projects and resources to drive sustained results.

Projects	Tag	Impact	Feasibility
Automate Self Check-in	A	54	48
Develop Workforce Development Plan	B	50	54
Redesign Workforce - Attract-Onboard & Retain Plan	C	50	30
0	D	0	0
0	E	0	0

