Prioritization Protocol

COMPLIANCE AND IMPROVEMENT MONITORING

Prioritization is a process teams engage in to identify which problem areas are the most important to address first. This protocol can support teams in Step 3 when writing the specific action plan to address the root cause(s) uncovered.

The process involves weighing fiscal needs, effort, time, and the involvement of numerous educational partners. This prioritization protocol supports teams in determining where to focus their collective efforts and resources.

Participants

Roles: Facilitator, notetaker

Group Size: 3+ people

Time: 20-45 minutes

Materials

In Person: post-its, pens, pencils, copies of the summary document, or poster paper

Virtual: note-taking materials, share the summary document for all to see

Instructions for Use

1. Gather relevant areas of need data and materials collected through the root cause analysis process.

2. Invite participants to review the data. While they are reviewing the data, document each area of need on a post-it note.

3. Share the following guiding questions with participants and invite them to reflect on the in the context of the identified areas of need.

a. Will targeting this problem/need support a variety of priorities?

b. What is the impact on students?

c. Will organizational systems be improved?

d. Is there a level of flexibility with implementation?

e. Can this problem be addressed by evidenced based practices?

4. Introduce Participants to the Effort/Impact Matrix. Using the definitions below, invite participants to take turns selecting an identified area of need and posting it onto the matrix.

Definitions:

Quick Wins – Low Effort & High Impact

This block includes all the tasks that can be done easily or quickly but significantly impact the company or your work. The tasks in this block are of the highest priority.

Major Projects – High Effort & High Impact

This block includes all the tasks that require a significant amount of effort and have a huge impact. These are considered the company's long-term goals and have a decently high priority.

Fill-Ins – Low Effort & Low Impact

This block includes all the tasks that can be done easily but don't provide a big enough impact. So, the tasks under this block are not the biggest priority.

However, you can still do these tasks in your extra time or when you're not feeling productive, just to get these tasks out of the way.

Low Value – High Effort & Low Impact

This block includes all the tasks that take a lot of time and effort but don't provide enough impact. These tasks are highly unnecessary and should be left undone if all other tasks need to be done.

5. Consensus building.

a. Review the post-it placement and invite participants to provide feedback about where things have been placed.

b. One by one, gather consensus about each priority placement.

6. Selecting priorities. Based on consensus and data, invite the group to document which 1-2 areas they will prioritize first.

Quick Wins	Major Projects

Fill Ins	Low Value

Adapted from a resource created by the System Improvement Leads (SIL): systemimprovement.org