



Activity Handout

Activity: Prioritization

Purpose

Prioritization is the technique of identifying which problem areas identified in Step 1 should be examined for root cause or root causes and are most appropriately addressed in the CIM plan. Though an LEA may have many potential problem areas, these areas often overlap. Additionally, attempting to address too many problem areas simultaneously often results in a lack of progress and staff burnout. Prioritizing allows the LEA to address problem areas that are estimated to provide the greatest return on student outcomes. Prioritization is accomplished through exploring the relationships, urgency and importance of the problem areas as well as estimating the effort required and potential impact of addressing that area. Once the problem areas are prioritized, a determination is made by the LEA as to which will be explored for root causes.

Instructions

- 1. Prepare for Prioritization:** As a team, revisit the findings from Step 1. Review LEA areas of strength and weaknesses identified by the team in Step 1.
- 2. Utilize:** Review and select prioritization tools to assign urgency and importance to the problem areas. Consider the effort and resources required and the potential impact of addressing each problem area. Utilize the following prioritization tools:
 - a) [Prioritization Mini Module Video](#)
 - b) [Prioritization Protocol](#)
- 3. Prioritize:** Using the selected prioritization tools, the team will prioritize problem areas from highest priority to lowest, and select which should be addressed in the team's root cause analysis.
- 4. Document:** Enter prioritized problem areas into Stepwell.

Resources

[Prioritization Mini Module Video](#)
[Prioritization Protocol](#)