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**Prioritization Matrix Worksheet**

**Resource Intensity**

Scale 1-10

**Importance**

Scale 1-10

**Customer Value**

Scale 1-10

**Resistance**

Scale 1-10

**Total Score**

Add up the total row’s scores

**Priority Rank**

Number rank after adding up the scores

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Driver # | Driver name | +or - | + or - | + or - | + or - | + or - | # rank |
|  | Please circle + or - | + - | + - | + - | + - |  |  |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |

Adapted from FPQC QI Boot camp “Prioritization matrix” worksheet

**Instructions to complete matrix:**

1. List each secondary driver (intervention) under “Driver name”
2. The team should select 2-6 positive and negative characteristics to prioritize each driver and list them in the green boxes. It is important to include both positive and negative characteristics. Circle if the selected characteristic is positive (+) or negative (-).
   1. Examples of positive characteristics may include importance, mandate, value to the patient/customer, or strategic alignment.
   2. Examples of negative characteristics may include resource intensity, resistance, or complexity.
3. Determine a scale of importance for each characteristic (e.g., 1-10, 1-5). Characteristics may be weighed using different scales based on the importance of the characteristic.
4. Discuss each column and with its driver (i.e., weigh the drivers against each other). Remember to note if it is a positive (+) or negative (-) number on the scale.
5. After each driver has been discussed, sum the results for each driver and list the total in the yellow box for score. Note that it is possible to have a negative score.
6. Prioritize the drivers based on the highest score (i.e., #1 is the highest score).
7. Identify the top 3 prioritized drivers to help the team determine which driver their next PDSA cycle should focus on.

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