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PRIORITIZE YOUR ANNUAL OPERATIONS



Template

Prioritize Your Annual Operations

Why You Should Care

You have a solid strategic plan for the next five years that includes an extensive list of activities and commitments. Next up is deciding what activities to start first. Determining the prioritization of your activities is vital to avoid becoming overwhelmed and allows you to enhance your time and resource efficiency. To begin the process, you must engage key decision-makers in your community and reach a consensus on the assessed positive impacts of each activity. The activity that shows the greatest positive result should be implemented first, while the implementation of the remaining actions follows. Prioritizing items based on their potential impact helps develop an implementation schedule that ensures you create the greatest impact with your time and resources.

Prioritization Table (Use Word Template to Create Your Own)

Planning Area	Initiative	Activity	Prioritization Criteria					Total Score
			Perceived Need	Financial Cost	Implementation Difficulty	Length of time	Social/Environmental/Economic Impacts	

How to Use this Table (Template)

- Gather key decision makers to complete the table above.
- Each activity generates a score between 1 (low) to 10 (high) for each of the five criteria.
- For each criterion, add up the decision maker's scores, take the average and record it.
- Tally up the 5 criteria scores for each activity to get its total.
- Sort the activities based on their total scores from highest to lowest, creating a preliminary implementation timeline.

Five criteria for activity priority assessment: perceived need; financial cost; implementation difficulty; length of time; and social/environmental/economic impacts.

Assumptions:

- The higher the total score, the more value an activity is deemed to have
- The higher the score for "perceived need", the more urgent the activity is
- The higher the score for "financial cost", the more economical the activity is
- The higher the score for "implementation difficulty", the less challenging the execution of the activity is expected to be
- The higher the score for "length of time", the less time it should take to complete the activity
- The higher the score for "social/environmental/economic impacts", the more direct and indirect benefits the activity is expected to bring.



Prioritization Table Examples

John's Prioritization Table

Planning Area	Initiative	Activity	Prioritization Criteria					Total Score
			Perceived Need	Financial Cost	Implementation Difficulty	Length of time	Social/Environmental/Economic Impacts	
Governance	Policy Development	Update HR policies	9	9	8	9	8	43
	Policy Development	Development policies for financial management	9	9	6	7	9	40
	Administration	Hire a new admin assistant	10	8	7	8	9	42
	Administration	Hire a new engagement coordinator	8	8	9	8	8	41

Lina's Prioritization Table

Planning Area	Initiative	Activity	Prioritization Criteria					Total Score
			Perceived Need	Financial Cost	Implementation Difficulty	Length of time	Social/Environmental/Economic Impacts	
Governance	Policy Development	Update HR policies	10	9	9	8	8	46
	Policy Development	Development policies for financial management	7	9	6	8	8	38
	Administration	Hire a new admin assistant	8	9	8	9	7	41
	Administration	Hire a new engagement coordinator	9	9	8	7	9	42

