

**Truman State University  
Project Prioritization Criteria**

**This is an example only**

Project:	Telephone system implementation
Rater's Name:	Jane Doe

#	Prioritization Criteria	Scoring Choices	Score Assigned This X	Decision Weight	Weighted Score
1	<b>Urgency</b> - When must this initiative be complete? Two weeks 30 days 90 days 3 months 6 months 9 months 1 year Longer than a year	10 9 7 6 4 3 2 1	4	3%	4.12
2	<b>Alignment</b> - How well does this initiative support the Organization's Goals and Objectives? Directly Supports Moderately Supports Does Not Support	10 5 1	5	20%	6
3	<b>Productivity</b> - How much will this initiative increase productivity? High impact Medium impact Low impact Decreased Productivity	10 7 4 1	4	12%	4.48
4	<b>Cost Savings</b> - How much will this initiative save? High impact Medium impact Low impact Increase Costs	10 7 4 1	10	15%	11.5
5	<b>Income Increases</b> - How much will this initiative increase income? 51% or more 36% to 50% 21% to 35% 11% to 20% Less than 10% Decrease ROI	10 9 7 5 2 1	5	15%	5.75
7	<b>Time to Complete</b> - How long will it take to complete this initiative once started? Two Weeks 30 days	10 9			

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	90 days	7	4	5%	4.2
	3 months	6			
	6 months	4			
	9 months	3			
	1 year	2			
	Longer than a year	1			
8	<b>Competitive Position</b> - How will this initiative improve competitive position?				
	Dramatically increases	10			
	Generally increases	9	5	15%	5.75
	Has no effect	5			
	Generally decreases	2			
	Dramatically decreases	1			
9	<b>Customer Service Levels</b> - How will this initiative improve customer service levels?				
	Dramatically increases	10			
	Generally increases	9	5	15%	5.75
	Has no effect	5			
	Generally decreases	2			
	Dramatically decreases	1			
	<b>TOTAL</b>		42	100%	47.55



**This is the information that will be used in the prioritization process.**