

## Prioritization template - group work methodology

This methodology can be used by facilitators for group work sessions to help participants to generate priorities, ideas, actions, datasets or pilot initiatives.

### Phase 1. Brainstorming

1. Form groups with 5-6 participants around tables.
2. Each participant individually brainstorms 3-5 ideas and writes each idea on a separate post-it note (sticky pad)
3. Each participant briefly explains his/her ideas and pins them on a wall until all ideas from the group are pinned on the wall (this should take 25-30 min.)
4. Each participant votes on his/her 5 favorite ideas by marking each vote on the post-it notes.
5. Based on participants' votes, the group identifies the 10 ideas with the highest scores.

### Phase 2. Impact

6. How much impact to expect from each idea?  
Each group distributes the 10 ideas with highest scores along the Impact scale (horizontal axis) on a flipchart paper based on the degree of expected impact - from low to high impact (1 to 10).

### Phase 3. Difficulty

7. How difficult would the implementation of each idea be?  
Each group distributes the 10 ideas with the highest score along the Difficulty scale (vertical axis) on a flipchart paper based on the level of difficulty from easy to difficult (1 to 10).

### Phase 4. Categorizing

8. After all ideas are positioned on the flipchart paper, the matrix is divided into four sections: quick wins, low hanging fruits, luxury and strategic. The Group reviews the positioning of the ideas in the matrix and discusses the prioritization.

### Phase 5. Reporting

The result is a distribution of the 10 ideas in a matrix with the two axes (impact and difficulty) on a flipchart paper like the one shown in the picture below. Each group should nominate a rapporteur to prepare a short presentation on the main outcomes of the prioritization exercise highlighting one idea per category only.

### Materials

- Sticky pads
- Flipchart paper (A2)
- Coloured markers
- Coloured dot stickers
- Transparent tape

