

Prioritization template - group work methodology

This methodology can be used for group work sessions to help participants to generate priorities ideas, actions, datasets or pilot initiatives. A facilitator can use the following methodology:

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 Feasibility 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 now 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 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

