





# **Module I – Team Work Management**

Topic 2: Plan, Priority & Productivity

Session 2: Prioritization



# Outline

- I- What Is Priority in Project Management?
- II- What Is Project Prioritization?
- III- Why Is Project Prioritization Important?
- IV- Priority Levels for Projects
- V- Project Prioritization Process
- VI- Benefits of Project Prioritization
- VII- When to Prioritize Projects



# I- What Is Priority in Project?

- Priority refers to the urgency and importance of a task or project.







## II-What Is Project Prioritization?

- Project prioritization is the process of determining which potential and existing projects are the most urgent and important.
- This process involves evaluating the criteria that are most relevant to your business and applying them to all of your projects.





### III- Why Is PP Important?

- Project Prioritization ensures that you correctly allocate company resources based on your unique needs.
- By prioritizing tasks, a company can minimize the time and money it spends on less urgent and important projects.





## IV- Priority Levels for Projects

- You can classify projects as high, middle, low, or no importance.
- The prioritization criteria and framework that you choose will determine the priority level of each project.





# V- Project Prioritization Process

- Project Prioritization processes help create frameworks to rank projects based on a consistent set of variables. The techniques and processes are:
  - Kano
  - Payback Period
  - Net Present Value







# The Kano Model

- It suggests that the features available in a final product determine a customer's satisfaction with that project.





# The Payback Period

- It is the time it takes to recoup the cost of an investment. When calculating the payback period, note both ongoing costs and income potential.





# Net Present Value

- It compares the current cost of a project to the ROI.





## VI- Benefits of Project Prioritization

- There are many benefits to prioritizing projects:
  - Increased Efficiency
  - Increased Team Cohesion
  - Improved Buy-In





## VII- When to Prioritize Projects?

- Prioritizing projects should be a regular part of a project manager's schedule.
- Needs change over the course of a venture, so it is important to assess how current and potential projects rank in the portfolio at all times.





An aerial photograph of a sailboat on a dark blue, textured body of water, positioned on the left side of the slide.

# **Project Prioritization Templates**



## PAIRWISE PROJECT PRIORITIZATION TEMPLATE



	New office chairs	Renovate break room	Product line expansion	Overhaul onboarding procedures	Update cloud security protocols	TOTAL
New office chairs		1	0	0	0	1
Renovate break room	0		0	0	0	0
Product line expansion	1	1		0	0	2
Overhaul onboarding procedures	1	1	1		0	3
Update cloud security protocols	1	1	1	1		4

# Project Scoring Criteria Prioritization Template



## PROJECT SCORING CRITERIA PRIORITIZATION TEMPLATE

		MOST IMPORTANT -3    MORE IMPORTANT -2    IMPORTANT -1    NEUTRAL 0    IMPORTANT 1    MORE IMPORTANT 2    MOST IMPORTANT 3								
RESPONDENTS	CRITERIA 1	-3	-2	-1	0	1	2	3	CRITERIA 2	
Dave	Initial Budget						X		3 Month Timeline	
Kyle	Initial Budget	X							3 Month Timeline	
Laura	Initial Budget					X			3 Month Timeline	
TOTAL		-3			RESULT 0		TOTAL 3			
Neutral										
		MOST IMPORTANT -3    MORE IMPORTANT -2    IMPORTANT -1    NEUTRAL 0    IMPORTANT 1    MORE IMPORTANT 2    MOST IMPORTANT 3								
RESPONDENTS	CRITERIA 1	-3	-2	-1	0	1	2	3	CRITERIA 2	
Dave	Ongoing Costs						X		Potential Risks	
Kyle	Ongoing Costs		X						Potential Risks	
Laura	Ongoing Costs			X					Potential Risks	
TOTAL		-3			RESULT -1		TOTAL 2			
Criteria 1 Slightly More Important										
		MOST IMPORTANT -3    MORE IMPORTANT -2    IMPORTANT -1    NEUTRAL 0    IMPORTANT 1    MORE IMPORTANT 2    MOST IMPORTANT 3								
RESPONDENTS	CRITERIA 1	-3	-2	-1	0	1	2	3	CRITERIA 2	
Dave	Expand Product Line		X						Customer Satisfaction	
Kyle	Expand Product Line	X							Customer Satisfaction	
Laura	Expand Product Line						X		Customer Satisfaction	
TOTAL		-5			RESULT -3		TOTAL 2			
Criteria 1 Most Important										

### CRITERIA WEIGHT RESULT

- 1 Expand Product Line
- 2 Ongoing Costs
- Tied - 3 3 Month Timeline & Initial Budget
- 5 Potential Risks



Enter words in the chart below based on your project needs. Use whole numbers zero through five (0-5) to calculate the Project Prioritization Score.			CRITERIA WEIGHT											TOTAL WEIGHT (100)		
			Total Weight values should equal 100.													
PROJECT	PROJECT MANAGER	ISSUES	CUSTOMER VALUE	BUSINESS VALUE	CUSTOMER REACH	CUSTOMER IMPACT	CUSTOMER CONFIDENCE	OPERATIONAL COST	REVENUE VALUE	BUSINESS RISK	COST SAVINGS	OVERALL EFFORT	TOTAL SCORE	CRITERIA SCORE	VALUE VALUE	
New office chair	John	Some of our office chairs are getting really old. Time to get new ones.	2	1	2	2	3	1	2	2	3	1	2	0	35	
Reconfigure break room	John	The break room needs a microwave, coffee maker and a bigger fridge. It was broken enough in the budget we can purchase for as well.	2	2	2	2	2	2	2	2	2	2	14	1	20%	
Upgrade cloud security protocols	Jane	A potential breach has been found with account information for clients on the website. So far no data has been stolen but we need to make sure that doesn't happen.	4	4	3	4	4	4	2	4	4	4	21	2	60%	
Product line expansion	John	Customers have been asking for a lower-cost entry-level design.	2	2	3	4	4	2	4	2	3	1	16	3	60%	
Overhaul onboarding procedures	Scott	We would like to streamline onboarding and get new hires up to speed faster. We have a list of onboarding tasks and a list of tasks that need to be completed before sending them to work.	4	4	4	4	4	3	4	3	3	4	22	4	60%	

Thank you