

Program Prioritization Worksheet*

The Program _____

| 4 Program Criteria | Definition | Guiding Questions | Weight x Rating = Score | | |
|---|--|---|-------------------------|-------|-------|
| Client/ Organization Fit | Addresses unmet client, customer, stakeholder, internal/community need or opportunity. | <ol style="list-style-type: none"> 1. Does the project address an identified need? 2. How strong is that need? 3. How deeply does the initiative impact that need? | <u>20%</u> | _____ | _____ |
| Strategic Fit | Alignment with organization's mission, vision, key goals and strategies. | <ol style="list-style-type: none"> 1. Does this initiative align with a strategic key goal? How well does it further that key goal/organization mission? 2. Does the initiative fit with the organization's technology platform? 3. How does it help lead in the non-profit marketplace? | <u>30%</u> | _____ | _____ |
| Funding/ Economic Fit | Financial viability; provides financial benefits in excess of resource requirements. | <ol style="list-style-type: none"> 1. What are the initial costs? 2. What are the on-going operations and technology costs? 3. What are potential cost reductions? 4. What are potential revenue sources? | <u>25%</u> | _____ | _____ |
| Implementation Feasibility/ Sustainability Fit | Initiative can realistically be expected to meet goals given acknowledged risks, organizational capabilities and timing constraints. | <ol style="list-style-type: none"> 1. Does organization possess the competencies required? 2. Is the operational impact acceptable? How complex is the change? 3. How much effort is needed for execution/implementation? 4. How well is the initiative and related measurements defined? | <u>25%</u> | _____ | _____ |

***STEPS:**

1. Assign a weight to each criteria (this stays the same for each program)
2. Rating: For each program, rate each of the 4 criteria areas on a scale of 1-5 (with 1=poor fit; 5=good fit)
3. Calculate the score for each criteria, and add the 4 scores for your Total Program Score
4. Rank your programs based on the scores of each program

| | |
|--------------------|----------------------|
| Total Score | <input type="text"/> |
| RANK | <input type="text"/> |