

# Program Prioritization Worksheet\*

The Program \_\_\_\_\_

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

<b>Total Score</b>	<input type="text"/>
<b>RANK</b>	<input type="text"/>