Project Selection Guide

In considering this opportunity…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Very Low** |  | **Moderate** |  | **Very High** |
|  | **1** | **2** | **3** | **4** | **5** |
| What is the potential for positive impact on your customers? |  |  |  |  |  |
| What is the level of alignment to your organization’s vision and strategy? |  |  |  |  |  |
| To what degree will this make your work life easier or more interesting? |  |  |  |  |  |
| How much control do you have over the process you want to address? |  |  |  |  |  |
| What is the potential or cost reduction or costs avoidance? |  |  |  |  |  |
| What is the potential for time savings? |  |  |  |  |  |
| How much clarity do you have on exactly what you’ll be measuring in order to show improvement? |  |  |  |  |  |
| How much of an opportunity is there to work with others? |  |  |  |  |  |
| What is the level of resources available to work with you on this project? |  |  |  |  |  |
| What is the level of urgency related to this project? |  |  |  |  |  |
| What is the potential availability of subject matter experts to offer assistance? |  |  |  |  |  |
| What is the level of leadership support for addressing this project? |  |  |  |  |  |
| What is the likelihood that this effort could be completed in 3 months or less? |  |  |  |  |  |
| What is the availability of existing data related to this process? |  |  |  |  |  |
| What is the level of buy-in for this project from your peers, other departments or process participants? |  |  |  |  |  |
| To what degree do you believe this process can be improved (i.e. does not require complete redesign)? |  |  |  |  |  |
| To what degree does this project require analysis and discovery (i.e. not a ready-made solution, implementation or “just do it” effort)? |  |  |  |  |  |
| To what degree ins the scope of this project manageable (i.e. not addressing “world hunger” or “boiling the ocean”)? |  |  |  |  |  |
| **SCORE TOTAL (Total up each column)** |  |  |  |  |  |
| **SCORE Total \_\_\_\_\_\_\_\_\_\_** |

NOTE: If you project scores less than 80, either consider another opportunity or address some of the low-scoring areas.