Tools for Large Businesses

Level 3 Question 14: Are projects rigorously compared for importance and priorities firmly and logically established?

|  |  |
| --- | --- |
| **Title** | Project Prioritization and governance |
| **Why** | As your organization grows, so does the amount and size of your projects and initiatives. Yu will need to prioritize your projects to assure that you do not start more projects than you have resources for and that the projects are delivering the expected results. |
| **What** | Project prioritization and governance of projects incluses to main aras   1. Project Prioritization model 2. Program Managemnt model |
| **How** | **1 Project prioritization model**   1. List all you strategic and tactical projects 2. Prioritize using the prioritization model below. 3. Evaluate effort versus impact. 4. You can also calculate both cost on initiative and expected benefit in your currency 5. Evaluate the resources available in the organization 6. Only strat as many projects as you can finish with the resources available. Its better to solve a few projects well, than to stall on a multitude of initiatives.   **2 Program Management model**  **Step 1 Create a Program Management Charter**  Indicate the preview, goal and budget for the program.  **Step 2 Develop a Governance Plan**  Develop a plan for executing the program and determine which individuals will be in charge of each project.  **Step 3 Generate a Program Communication Plan**  Decide how the program will be advertised to those inside and outside of the organization. The plan can include social media, news outlets, organization newsletters, etc. Consider also how frequently program-related information will be shared.  **Step 4 Complete a Program Stakeholder Analysis**  Identify the individuals (internal and external) who have a vested interest in the program. Determine how regularly to update them on the progress of the program. |
| **Template** | See next pages |

Project Governance model



Program Management Template 1

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | **Program Objectives** | **Project Selection Criteria** | **Lead** | **Priority** | **Resources** | **Status** | **Progress** | **Budget** | **Risk** | **Notes** |
| …. | …. | …. | …. | HIGH | Sufficient | At Risk | 50% | $xx | High Risk | …. |
| …. | …. | …. | …. | LOW | Inadequate | On Track | 100% | $xx | Low Risk | …. |
| …. | …. | …. | …. | MEDIUM | …. | …. | …. | $xx | Medium Risk | …. |
| …. | …. | …. | …. | …. | …. | …. | …. | …. | …. | …. |
| …. | …. | …. | …. | …. | …. | …. | …. | …. | …. | …. |
| …. | …. | …. | …. | …. | …. | …. | …. | …. | …. | …. |
| …. | …. | …. | …. | …. | …. | …. | …. | …. | …. | …. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | **Notes** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| …. | …. |  |  |  |  |  |  |  |  |  |  |  |  |
| …. | …. |  |  |  |  |  |  |  |  |  |  |  |  |
| …. | …. |  |  |  |  |  |  |  |  |  |  |  |  |
| …. | …. |  |  |  |  |  |  |  |  |  |  |  |  |
| …. | …. |  |  |  |  |  |  |  |  |  |  |  |  |
| …. | …. |  |  |  |  |  |  |  |  |  |  |  |  |
| …. | …. |  |  |  |  |  |  |  |  |  |  |  |  |

Program Management Template 2

Prioritization Matrix 1 of 2



Prioritization Matrix 2 of 2

|  |  |  |
| --- | --- | --- |
| **Initiative name** | **Impact** | **Effort** |
| Insert the name of the potential initiative | Very high | Very high |
| Insert the name of the potential initiative | High | High |
| Insert the name of the potential initiative | Low | Low |
| Insert the name of the potential initiative | Very low | Very low |
| Insert the name of the potential initiative |  |  |
| Insert the name of the potential initiative |  |  |
| Insert the name of the potential initiative |  |  |
| Insert the name of the potential initiative |  |  |