



Business Area: _____
 Project ID: _____
 Project Name: _____
 Project Manager: _____
 Project Start Date: _____
 Project End Date: _____

PROJECT PRIORITIZATION TOOL

Date:				
Question	Category	Category Completion Explained	Answer	Score
1	How well does the project support the University's Mission (strategic focus/goals)?	Does the project helps improve recruitment, retention, graduation rates, evidence based decision making, campus wide engagement, regional partnership, creative and vibrant learning plan. <u>Choose from:</u> * Does Not Support * Somewhat Supports * Supports * Strongly Supports		
2	Does the project add value to Teaching and Learning?	How well does this project support curriculum, academic standards, student success and experience. <u>Choose from:</u> * No Value * Small Value * Medium Value * High Value		
3	What is the sponsorship commitment for the project?	Is the project a top business priority and does it align with business strategy. <u>Choose from:</u> * Low - Not a business priority and sponsor oversight will be minimal. * Medium - Important to the business and sponsor will engage regularly. * High - Critical to the business and sponsor will keep a constant eye on it.		

4	Is the project driven by a regulatory requirement with a mandatory compliance deadline or required by University leadership (Chancellor's office, President or CIO)?	Is the project delivery deadline imposed by an external regulatory agency or University leadership. <u>Choose from:</u> * Not required yet, but will be within the next year. * Required, but repercussion of not having it or not having it on time are minimal. * Must be implemented by a certain date and the repercussion of not having it on time are huge.		
5	What is the financial impact (cost/benefits) of the project?	Keeping budget in mind, does the project enable cost savings in relationship to the cost of the project. Example increase in service to students, number of students served etc. <u>Choose from:</u> * No additional benefit or cost savings. * Minimal additional benefit or cost savings. * Good additional benefit or cost savings, under 2 year payback. * Extensive additional benefit or cost savings, under 2 year payback. * Extensive additional benefit or cost savings, under 1 year payback.		
6	What is the impact on business unit if the project meets the project scope, schedule, and resource/cost commitments.	Will business units be positively impacted by success related to project delivery. <u>Choose from:</u> * No Impact * Minor Impact * Major Impact		
7	Is the project a foundation project that is needed to support a strategic project?	Is the project required to complete a critical strategic project or is the project necessary to replace equipment that is expected to fail or can not be supported. <u>Choose from:</u> * Would be helpful to support a strategic project or to replace equipment that is is expected to fail or can not be supported. * Important prerequisite to a strategic project, or to replace equipment that is is expected to fail or can not be supported. * Critical as a foundation to a strategic project or to replace equipment that is is expected to fail or can not be supported.		
Scoring Legend				0
			Score	Priority Hierarchy
			Scores 0 - 19	Low Priority

	Scores 20 - 29	Medium Priority
	Scores 30 +	High Priority