

Project Prioritization Methodology

Necessity/Desirability Quotient (Stakeholder Group)

Step 1: Group project according to their goal (Split the projects up by goal)

Step 2: Categorize projects, within each goal group as hard and soft. (add examples)

Step 3: List all projects on the 'Stakeholder Form' according to the group number and (H)ard and (S)oft categories (list Goal 1 projects first, followed by 2, and so on).

Step 4: Provide each stakeholder with a separate Stakeholder Form

Step 5: Ask stakeholders to rank project within the groups with a 1, 2 or 3, with 3 being the most desirable/necessary projects, 2 being desirable/necessary and 1 being the least desirable/necessary. **Stakeholders can only rank three projects within each grouping as most desirable/necessary** (for the hard and soft projects). **If there are very few projects in one grouping the maximum number picks allowed for 'most desirable/necessary' can be decreased to 2 or 1.**

Step 6: Add up points for each project from each stakeholder form to get the **Necessary/Desirability Quotient** and input onto the **Project Prioritization Sheet**.

Feasibility Quotient (Municipal Expert Group)

Step 1: List projects by group in the **Feasibility Form**.

Step 2: The group will discuss and rate each project based upon the criteria set out in the form

Methodology: Each criterion will be rated from 0-2 with 0 being highest/most and 2 being lowest/least (note that this is the opposite of the ranking format from that in the Stakeholder Group Form)

Criteria 1: Internal Funding Available (Secured funding)

Criteria 2: External Funding Available

Sub Criteria 1: Secured Funding

Sub Criteria 2: Identified potential funding sources (≥ 2 rate with a 0, one funder rate a 1, and zero rate a 2)

Criteria 3: Number of Goals/Objectives addressed by the project (≥ 3 rate a 0, < 3 rate a 1)

Criteria 4: Groups Represented (If the project affects the general population rate it with a 0, if the project affects an under-served population/s specifically being targeted for support by the municipality score it with a 1 and projects targeting one particular population that is not a specific priority of the municipality rate it with a 2)

Step 3: Add the scores in each row to create the Feasibility Quotient each project (If the Feasibility Quotient comes out 0, change to a 1)

Step 4: Input Feasibility Quotient into the Project Prioritization Sheet

Project Prioritization

Step 1: Designate each project as (S)oft or (H)ard.

Step 2: Designate each project as (L)ong, (M)edium or (Sh)ort -term based upon implementation time.

Short: <1 year

Medium: 1-3 years

Long: 3+ years

Step 3: For each project, divide the **Necessity/Desirability Quotient** by the **Feasibility Quotient** to get the **Priority Score**

Step 4: Reorder projects from highest to lowest according to their **Priority Score**.

Step 5: List projects in new prioritized order including letter designations for hard and soft and implementation time.

