



TOOL PRIORITIZING BY IMPACT AND FEASIBILITY

OVERVIEW

When there are multiple ideas competing for your time, it can be easy to feel overwhelmed and at a loss for where to prioritize your attention. It can be even more challenging when resources, like time, people, and finances are limited. This tool helps you categorize ideas by impact and feasibility to help break down what to focus on first. Impact asks: how effective could this be? Feasibility asks: what's the likelihood of this happening? Spending time on high impact / high feasibility priorities ensures what's being worked on will have an effect and be doable.

WHEN TO USE

This tool helps groups to identify priorities and map them out based on anticipated impact and feasibility. Feasibility is the likelihood of success based on available resources. The tool should be used when a group completes an initial brainstorm of potential priorities or actions but needs help narrowing the list down.

HOW TO USE

This tool places impact and feasibility on two axes. Impact goes along the left side and Feasibility along the bottom. Within these two axes, four quadrants get created: low impact / low feasibility, high impact / low feasibility, high impact / high feasibility, and high impact / high feasibility. Take your ideas and put them in the quadrant that best describes their relative impact and feasibility. From there, you can visualize which items to prioritize based on what is in the top left quadrant.

In-Person Meetings

For in-person meetings, a grid can be drawn out by hand on a large sticky, dry erase board, or on the included worksheet.

The facilitator introduces the topic of what needs to be prioritized, moves through the grid, and describes how the tool will be used to help prioritize ideas. For example, a facilitator might say something like "We need to figure out the best time to have a parent and caregiver meeting at our school. This grid will help us figure out how we can get the most parents and caregivers to the meeting while also being mindful of not asking our teachers to work late."

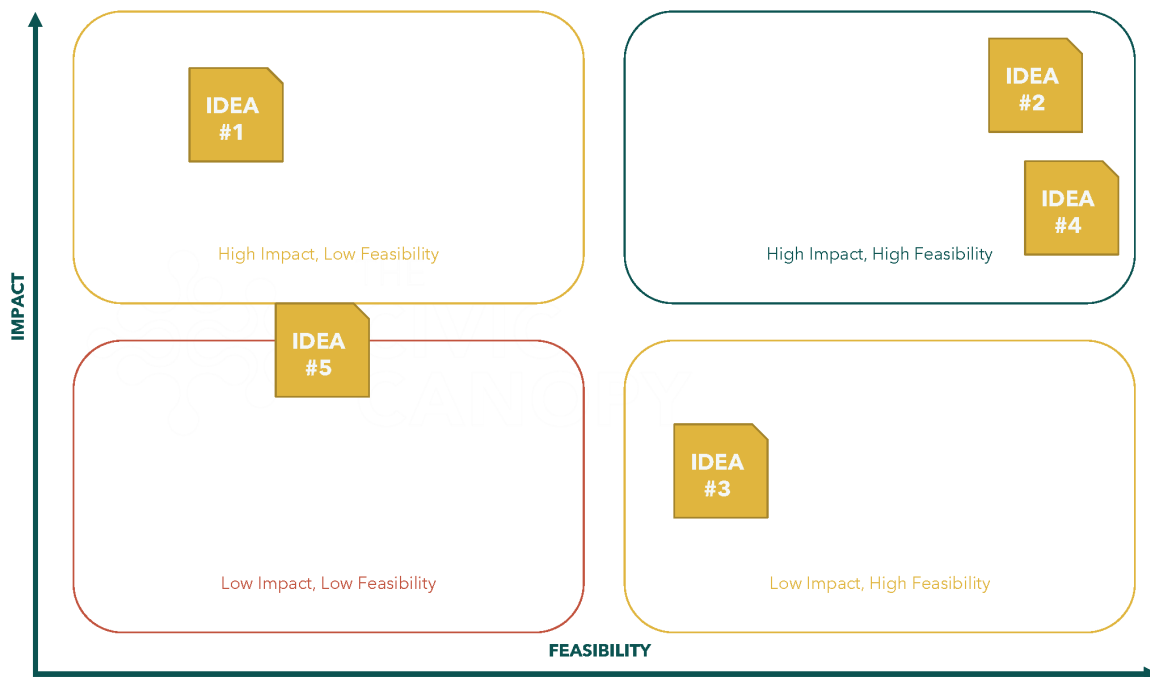
WORKSHEET PRIORITIZING BY IMPACT AND FEASIBILITY



Let's work together to brainstorm as many ideas as possible to pick a time where most parents and caregivers might be able to come to a school meeting without it going too late in the day."

At this point, the facilitator invites the group to write their ideas down on smaller sticky notes and stick their idea to the part of the grid that best captures the idea's potential impact and feasibility.

WORKSHEET PRIORITIZING BY IMPACT AND FEASIBILITY



As ideas start to slow down, the facilitator can then invite group members to come up to the grid and read each other's ideas. After the group has had enough time to read through the post-its, the facilitator can ask the group to ask any clarifying questions and reflect on what they're seeing.

One clarifying question to start with might be: Did anyone need more information about an idea they read? Groups members can share what additional information is needed and the original author of the post-it can be invited to respond.

After some time for clarification, you'll move to reflection. Reflection questions might include:

- What patterns are you noticing in the post-its people wrote?
- What's needed to have a high impact parents and caregivers meeting?



- What seems doable?

With each reflection question, summarize what's being heard and restate it back to the group. This helps the facilitator know if they're comprehending what the group is saying. As the discussion progresses, it's likely post-its will need to be moved to other quadrants. Group members can be invited to move their own post-its as a discussion progresses, someone from the group can volunteer to be the post-its mover, or the facilitator can move them around.

As the discussion finds its close, the facilitator can then ask the group "Based on the ideas and wanting the most parents and caregivers to be able to attend a school meeting, which ideas should we consider first?"

Virtual Meetings

A grid can be recreated on any interactive platform (e.g. Zoom Whiteboard, Google Slides, Miro, etc.). It is helpful to share a link to the platform through a chat feature so group members can easily access it in the moment. Interacting with live platforms can be new for some people so it's recommended that some orientation to the platform or practice with the exercise is provided ahead of time.

Considerations for Accessibility

- This is a highly visual activity. People with visual impairment may need strong verbal directions to best understand the grid.
- For an in-person meeting, this activity is movement-based. People with limited mobility may need assistance having their post-its added to the grid and being able to get to the grid to read others' ideas.
- Consider which languages the meeting needs to be in to accommodate its attendees. Real-time translation of post-its will be challenging but can be supplemented with concurrent interpretation and reading post-its out loud.

COMMUNITY LEARNING MODEL

Act

Make sure the planning leads to action, both within planning processes and at each stage of implementation.

Prioritizing By Impact and Feasibility is a tool for the Act phase of the Community Learning Model. To learn more about tools for dialogue and the other areas of the Community Learning Model, visit civiccanopy.org/clm.

