

Stratagame Project

Prioritization



"First things first". One of the most important activities in diagnostic and problem solving is prioritization. Prioritization is the ability to assign priorities in order to achieve objectives and find the right solution to solve different problems.

In other words, to evaluate a group of elements or tasks to carry them out in a timely manner, establishing a series of priorities taking into account their importance and order of each one of the options or tasks.

WHAT IS THE PRIORITIZATION MATRIX?

The prioritization matrix is a table in which a series of criteria are related in order to define the most important tasks. Elaborating a prioritization matrix will allow us:

- Assess and identify the evaluation criteria for each task, allowing us to organize tasks according to their priority.
- Clarify situations and problems.
- Analyze alternatives and solutions to problems.
- Visualize new opportunities to improve certain processes.

Once we have decided to elaborate the prioritization matrix, we will have to follow the following steps:

1. What is the objective? Sort tasks in order of importance, find problems, facilitate decision-making...
2. What options do we have to reach our goal? Specify the different alternatives we can develop.
3. Decision criteria. According to the objective we must define the criteria that we must take into account to organize the tasks of the project in the best possible way. These criteria can be varied, for example, the time of execution of each task, the financial resources needed, the impact, the importance...
4. Weighting of the criteria to be used through a value and weighting of the different options.
5. Which is the best option? Finally, we must select and sort the options/tasks according to their score in the prioritization matrix.
- 6.

Now you'll be able to organize tasks properly!

