**Prioritization Matrix**

**Project Name:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FACTOR** | **SCALE** | **SCORE** | **WEIGHT** | **WEIGHTED SCORE** |
| Linkage to Objectives  -To what extent will this project help achieve one or more corporate objectives? | **5=Key to success of two or more objectives.**  **4=Key to success of one objective, beneficial for two or more objectives. 3=Beneficial for at least one objective.**  **2=Minimal positive impact to objectives.**  **1=No positive impact to objectives.** |  |  |  |
| Key Performance Indicators (KPI)  -To what extent will this project help close one or more KPI gaps? | **5=Key to achievement of multiple KPIs.**  **4=Key to achievement of at least one KPI.**  **3=Beneficial for at least one KPI.**  **2=Minimal positive impact to KPIs.**  **1=No positive impact to KPIs.** |  |  |  |
| Emergency Measures  -To what extent will this project address an unanticipated critical business need? | **5=Absolutely critical; must be done immediately to resolve emergency. 4=Critical to resolving emergency, should be done ASAP.**  **3=Important component of resolving emergency.**  **2=Minimal positive impact to resolving emergency.**  **1=No positive impact to resolving emergency.** |  |  |  |
| Anticipated Benefit – What is the anticipated financial benefit from this project? | **5=Anticipated benefit exceeds $50,000 within one year**  **4=Anticipated benefit is $25,000-$50,000 within one year.**  **3=Anticipated benefit is less than $25,000, but should be realized within one year.**  **2=Small positive benefit anticipated over two/three year horizon.**  **1=No positive financial benefit anticipated.** |  |  |  |
| Risk Exposure – To what extent will the corporation be adversely impacted if this project is not done in the current planning period? | **5=Significant financial or market risk if project is not started immediately.**  **4=Significant risk if project is not started within six-twelve months. 3=Moderate risk if project is delayed/not started.**  **2=Minimal risk if project is not started.**  **1=No risk exposure to corporation if project is not done** |  |  |  |
| **SCORE** |  |  | 1 |  |

**PROJECT STATEMENT OF WORK**

**Project Name:**

**Project Sponsor:**

**Project Start Date:**

**Description of Project:**

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**Project Scope:**

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**Project Objectives:**

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| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |

**Project Success Measures:**

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| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |

**Key Assumptions:**

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| --- | --- |
| **1.** |  |
| **2** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |

**Project Constraints:**

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| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |

**Critical Success Factors:**

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| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |

**Communication/Responsibility Chart:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Entity** | **Output Distribution** | **Input**  **Needed** | **Approval Required** | **Receives Status Report** | **Receives Mtg. Minutes & Other Documents** |
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**Additional Comments and Information:**

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***Project Charter Approval***

*The signatures below represent approval for this project as chartered in this document. The people signing below must approve in writing changes to scope, objectives, constraints, key success measures or key assumptions prior to implementing those changes.*

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Signature Date Signature Date

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Signature Date Signature Date

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Signature Date Signature Date

**PROJECT STATUS REPORT EXAMPLE**

**Project Name: Jax, FL #2**

**Project Manager: Mandy Dietz**

**Project Sponsor: Jim Champion**

**Status as of: 07/26/15**

1. SCHEDULE

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Planned Completion  Date | Revised  Completion  Date | Actual  Completion  Date |
| Site Selected | 5/01/15 | n/a | 5/06/15 |
| Site Acquired | 6/15/15 | 6/30/15 | 6/30/15 |
| Plans Approved | 7/15/15 | 7/31/15 | 7/16/15 |
| Foundation Poured | 8/15/15 | 8/29/15 |  |
| Merchandise Selected | 7/31/15 | n/a | 7/26/15 |
| Merchandise Ordered | 8/31/15 |  |  |
| Marketing Plan  Finalized | 10/1/15 |  |  |
| Manager Hired | 6/30/15 | n/a | 6/28/15 |
| Staffing Needs  Determined | 8/31/15 |  |  |

1. BUDGET

Actual-To-Date: $ 27,000

Projected Remaining Expenses: $473,000

Projected Total: $500,000

Budget: $525,000

**Projected Variance: ($25,000)**

1. SIGNIFICANT ACCOMPLISHMENTS

⇒ Closed on purchase of property.

⇒ Received final approval for store plans.

⇒ New manager started full-time on July 13th .

⇒ Reached agreement with lead construction company.

⇒ Selected merchandise.

1. UPCOMING DELIVERABLES

⇒ Complete staffing assessment

⇒ Post for jobs internally

⇒ Order merchandise

⇒ Pour foundation

1. CRITICAL ISSUES

⇒ The lead construction contractor has indicated concern over finding adequate resources to meet our aggressive schedule. We should consider augmenting local resources with in-house construction team or back-up resources from alternate source.

⇒ City commissioners have just announced road construction work for the upcoming fiscal year. Plans call for widening of highway fronting the store location. We will need to determine timing and impact as it relates to store opening and traffic.

**PROJECT SUMMARY AND ARCHIVAL PACKAGE**

**Project Name:**

**Project Sponsor:**

**Project Manager:**

**Project Start Date:**

**Project Completion Date:**

**Description of Project:**

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| --- |
|  |

**Project Scope:**

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**Project Objectives:**

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| --- | --- | --- |
|  | **Objective** | **Met? (Y/N)** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |

**Project Success Measures**

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| --- | --- | --- |
|  | **Measurement** | **Achieved? (Y/N)** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |

**Key Assumptions:**

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| **1.** |  |
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**Project Constraints:**

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| **1.** |  |
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**Critical Success Factors:**

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| **1.** |  |
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**Communication/Responsibility Chart:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Entity** | **Output Distribution** | **Input**  **Needed** | **Approval Required** | **Receives Status Report** | **Receives Mtg. Minutes & Other Documents** |
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**Project Team Members:**

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**Significant Issues:**

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**Lessons Learned:**

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**Additional Comments and Information:**

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Project Sponsor Date Project Manager Date

Attachments:

1. Project Charter
2. Charter Modifications
3. Updated Project Plan
4. Status Reports
5. Meeting Minutes
6. Team Norms
7. Contingency Plans
8. Other Important Project Information