

## Prioritization Tool

How do you make a decision when you have more opportunities to partner than you can say yes to?

When you have more partnership opportunities or ideas than you can say yes to:

- Think about the types of requests you are getting, who they are from, and what is being asked of the library.
- Tracking this over time can be helpful for planning.
- Thinking about the kinds of requests you are getting – which ones are the best match with the library’s mission, vision, goals, and resources?
- Who is getting the requests?
- Who is making the decisions related to how staff time is spent related to partnership development?
- Who do you want to involve in these kinds of decisions?
- There is a decision making matrix that can help you think about this – See Attachments 12 and 13 in the Community Engagement Toolkit .

This is another tool - a prioritization tool to “score” the partnerships or ideas which can help you make decisions.

In the sample Matrix, the criteria of Lasting Impact is used, and includes questions that are related to significance and lasting impact. There are other criteria that could be used such as existing ability.

The tool can be used by individuals and groups. One way to use it is for a group to rank their activities/outcomes individually, and then discuss it, and agree on a ranking for the group.

If there are other criteria that are important, questions can be developed or added to the sample questions. Below is a set of questions that can be put in the prioritization tool to assess the existing ability of the partnership/organization to meet the shared goals. The higher the score, the more “ability” to meet the goals.

### **Questions that can be used in the Matrix to determine Ability of the partnership/organization**

- How many people need to be involved to make this happen? A scale of 1 (many) to 3 (few)
- Whose approval is needed? A scale of 1 (someone not currently involved in the discussions) to 3 (people who are currently involved in the discussions)
- How long will it take? A scale of 1 (long time) to 3 (can be done quickly)
- How easy will it be? A scale of 1 (hard) to 3 (easy)

