**Selecting Priorities Based on Group-Established Criteria Worksheet**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Priority #1** | **Priority #2** | **Priority #3** | **Priority #4** | **Priority #5** | **Priority #6** | **Priority #7** | **Priority #8** | **Priority #9** | **Priority #10** |
| **Selection Criterion A** |  |  |  |  |  |  |  |  |  |  |
| **Selection Criterion B** |  |  |  |  |  |  |  |  |  |  |
| **Selection Criterion C** |  |  |  |  |  |  |  |  |  |  |
| **Selection Criterion D** |  |  |  |  |  |  |  |  |  |  |
| **Selection Criterion E** |  |  |  |  |  |  |  |  |  |  |
| **Selection Criterion F** |  |  |  |  |  |  |  |  |  |  |
| **Selection Criterion G** |  |  |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |  |  |

**Recommended Process**

**Before the Prioritization Process**

Re-create this worksheet on flip chart paper and post it at the front of the room. The data-based priorities should be clearly written across the top and the selection criteria should be clearly written along the left side.

**Step 1:** Select a volunteer “accountant” from the group. It will be this person’s responsibility to take number rankings from each of the group members and determine and average ranking score for each of the data-based priorities.

**Step 2:** Distribute the *“Selecting Priorities Based on Group-Established Criteria Worksheet”* to each member of the group. Have them write in the following information on their own sheets:

* + On the left side of the worksheet, write in the list of accepted selection criteria, one criterion per box
	+ At the top of the worksheet, write in each of your top data-based priorities (up to 10 priorities), one priority per box

**Step 3:** Have each person rank-order each data-based priority by each of the criteria

For example, look at the first criterion in the list. Determine which of the data-based priorities is most important for that criterion or how it best meets the criterion and assign a “1.” Continue ranking the data-based priorities until you have assigned a number ranking for each data-based priority. (See sample below)

**Step 4:** Then, move to next criterion and repeat the process until each data-based priority has been assigned a number for each selection criterion.

**Step 5:** Each person totals the numbers associated with the data-based priorities at the bottom of the page

**Step 6:** Have each member give his/her score out loud for the first data-based priority. As each score is given, the accountant will enter it into the calculator.

**Step 7:** After each member has given his/her score, the accountant will announce the total of all ranking numbers and then will divide that total number by the number of people in the group to determine an average ranking score. The accountant will announce the average ranking score and the facilitator will write it in the corresponding “Totals” cell on the worksheet posted in the front of the room.

**Step 8:** Repeat the process until an averaged ranking score has been established for each data-based priority.

**Step 9:** Circle the 3 or 4 lowest averaged ranking scores – those are the selected data-based priorities to recommend to the full group.