



4.1 Prioritization

INSTRUCTIONS FOR THE PRIORITIZATION PROCESS WORKSHEET

The Prioritization Process Worksheet compiles the estimated costs, contributions, impact scores and uncertainty scores for all the suggested solutions.

Explanation of each Row and Column

Column A Suggested Solution - Transfer the unique title of each suggested solution that completed all parts of step 3.

Column B Total Cost for 1 year - Transfer the total costs (startup, annual and indirect) from the final row of Column B from each solution's Financial Estimates Worksheet (3.1).

Column C Total Contributions - Transfer the total contributions from the final row of Column B from each solution's Financial Estimates Worksheet (3.1).

Column D Impact Score - Transfer the impact score from the final row of Column E from each solution's Impact Score Worksheet (3.2).

Column E Uncertainty Score - Transfer the uncertainty score from the final row of Column C from each solution's Uncertainty Score Worksheet (3.3).

Column F Advisory Panel's Rank - If desired, during the ranking deliberations, the advisory panel can assign a rank for each solution. This allows Excel to sort solutions by this value.

Further Details

The panel can sort the list of data to explore which suggested solutions have the highest or lowest estimated costs, contributions, impact scores and uncertainty scores. If using the Excel worksheet, the panel can automatically sort the suggested solutions based on any one of these criteria.

During the ranking deliberations, consider these basic guidelines:

- For solutions with comparable costs and uncertainty scores, the solution with a higher estimated impact would rank above the one with a lower estimated impact.
- Significantly higher costs should be associated with a significantly higher estimated impact in a roughly proportional manner.
- Be open to innovative and promising new or modified solutions. The uncertainty score may be higher due to the novel approach, but consider how it is offset by the estimated impact and/or if the costs are acceptable.



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Advisory panel members should be asked to propose and defend rankings for the suggested solutions. It is unlikely that there will be perfect agreement among the panel on how the solutions should rank. It can be helpful to ask, “Can anyone not live with the suggested solution being ranked as such? Why?” rather than asking if everyone agrees with a given rank.

Remember, while this process will rank suggested solutions, there is no algorithm or formula for determining the very best solutions. In fact, there may be more than one best answer, and the community may eventually decide to pursue more than one solution at once or over time.

Additional resources can be found at www.eatrightFoundation.org/FSSToolkit.



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