Prioritize Challenges Worksheet

After challenges are identified, engage staff and leadership team members by having them individually prioritize challenges by priority and opportunity, and then multiply those together to develop an index score. If needed, the group can add all the index scores together to find the challenge with the highest need.

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| **Challenges Identified in Data Carousel Activity**  Specify the goal the challenge is addressing. | **Priority?**  **Rate each item 1-3.**  3=Highest Priority; 2=Medium Priority; 1=Lowest Priority | **Opportunity?**  **Rate each item 1-3.**  3=Relatively Easy to Address; 2=Accomplished within current policy and budget; 3=Requires changes in current policy/budget | **Index Score?**  Index Score= Priority Score x Opportunity Score | **Group Rank**  Add index scores from all staff or group members. Highest score indicates highest need. | **Themes?**  What themes are emerging from the data results? |
| Goal \_\_\_\_ |  |  |  |  |  |
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