

## DRAFT UW-IT Project Priority Ranking Worksheet

PROJECT NAME: SAMPLE ONLY

	Max Score Available	Total Project Score	Percent of Maximum
<b>Total Project Score</b>	<b>208.0</b>	<b>0.0</b>	0%
IMPORTANCE	105.5	0.0	0%
PROBABILITY OF SUCCESS	102.5	0.0	0%

### IMPORTANCE

Strategy	Weight	Criterion	Condition	Enter Value	
<b>MISSION, STRATEGY, and GOALS</b>	4.5	Does this project <i>directly</i> support the mission, strategy, and goals of the UW?	Multiple Strategic Goals (5)	0.0	
<ul style="list-style-type: none"> <li>o Sustain                             <ul style="list-style-type: none"> <li>• Academic excellence and mission</li> <li>• Financial stability</li> </ul> </li> <li>o Compete                             <ul style="list-style-type: none"> <li>• Attract the best students, faculty, and staff</li> <li>• Increase and diversify funding</li> </ul> </li> <li>o Transform                             <ul style="list-style-type: none"> <li>• Embrace technology for and interdisciplinary collaboration by a diverse and dispersed student body</li> <li>• Invest in people and infrastructure to meet 21st century challenges</li> </ul> </li> </ul>			Total Score	Comments below...	
			Single Goal - High Priority (3)	0.0	
Does the project improve the University's competitiveness by lowering barriers to collaboration in research, instruction, or other University efforts across organizational, regional, or global boundaries?			Single Goal without High Priority (1)		
	No Goal supported (0)				

Strategy	Weight	Criterion	Condition	Enter Value	
<b>ENTERPRISE RISK</b>	4.6	Does this project address a compliance, financial, or strategic risk?	Risk reduction: High Likelihood/High Impact (5)	0.0	
<ul style="list-style-type: none"> <li>o Compliance                             <ul style="list-style-type: none"> <li>• Contractual, regulatory, or statutory</li> </ul> </li> <li>o Financial                             <ul style="list-style-type: none"> <li>• Penalties and sanctions, loss of revenues, and lawsuits for damages and injuries</li> </ul> </li> <li>o Strategic                             <ul style="list-style-type: none"> <li>• Business partnerships/alliances and institutional standing or missed opportunities</li> </ul> </li> </ul>			Total Score	Comments below...	
			Risk reduction: High Likelihood/Medium Impact (4)	0.0	
			Risk reduction: Medium Likelihood/High Impact (3)		
	Risk reduction: Medium Likelihood/Medium Impact (1)				
	Risk reduction: Medium or Low Likelihood/Low Impact (0)				

Strategy	Weight	Criterion	Condition	Enter Value	
<b>RESILIENCE AND OPERATIONAL RISK</b>	4.3	Does this project help sustain and strengthen the core IT operations infrastructure, mitigate operational risk, or address information security and privacy issues?	Required: Operational or Security/Privacy Risk (5)	0.0	
<ul style="list-style-type: none"> <li>• Sustain and strengthen the core IT operations infrastructure</li> <li>• Operational risk: ensure key services are resilient</li> <li>• Business continuity: ensure key services are resilient through redundant and geographically diverse infrastructure</li> <li>• Information security and privacy: sustain and strengthen a risk management-based information security and privacy program</li> </ul>			Total Score	Comments below...	
			Strengthen/Improve: High Priority (4)	0.0	
			Strengthen/Improve without High Priority (3)		
	Maintenance with High Priority (2)				
	Maintenance without High Priority (1)				
	No impact (0)				

Strategy	Weight	Criterion	Condition	Enter Value
<b>IMPROVE EFFICIENCY AND OPTIMIZE COSTS</b>	4.2	Does this project drive our process and culture toward greater organizational efficiency and reduce costs overall?	Improves organizational efficiency and results in reduction of direct costs - labor and/or operations. High ROI (5)	0.0
<ul style="list-style-type: none"> <li>• Does the decision drive our processes and culture towards greater organizational efficiency?</li> <li>• Does the decision reduce overall costs to the University (and not by shifting costs to units)?</li> <li>• Will the project result in a reduction or an increase in staff resources?</li> </ul>			Total Score	Comments below...
			Improves organizational efficiency, but does not result in direct cost savings. Breakeven ROI (3)	0.0
	Increases efficiency in one area while decreasing efficiency in another area (0)			

Strategy	Weight	Criterion	Condition	Enter Value
<b>IMPACT</b>	3.5	What impact will this project have on the number of community, faculty, staff, and students, and to what degree will this project have an impact on the on the experience for members of the community, faculty, staff, and students?	Considering <u>both</u> breadth & magnitude	0.0
<ul style="list-style-type: none"> <li>o Breadth                             <ul style="list-style-type: none"> <li>• Impact on the number of community, faculty, staff, and students</li> </ul> </li> <li>o Magnitude                             <ul style="list-style-type: none"> <li>• Impact on the experience for members of the community, faculty, staff, and students</li> </ul> </li> </ul>			Total Score	Comments below...
			Impact is very broad and very significant (5)	0.0
	...			
	Impact is very narrow and minimal (0)			

Strategy	Weight	Criterion	Condition	Enter Value	
<b>Pre-positioning/Long-term</b> <i>o If this project <u>does not immediately or near-term</u> address any strategic impact listed above, will it likely have impact in the future?</i>  <i>o If this project <u>will soon</u> address the strategic impacts listed above, leave this impact at "0.0".</i>  <i>o The intent of this element is to <u>compensate</u> for any strategic impact element that would otherwise be scored low because it does not produce near-term value.</i>	4.2	What is the <u>future</u> potential of this project, toward any of the other strategic elements?	Will be highly transformative in the <u>future</u> , in multiple ways (5)	0.0	Don't know? Enter "blank" or null.
			Will be transformative in the <u>future</u> , in a single dimension (3)	Total Score	Comments below...
			No <u>future</u> impact; unlikely to produce significant future change in mission, risk mitigation, or operational efficiency (0)	0.0	

### PROBABILITY OF SUCCESS

Success Factor	Weight	Criterion	Condition	Enter Value	
<b>IMPLEMENTATION RISK</b> <b>-Staff Resources</b>	4.1	Does UW-IT have staff resources available to support this project?	Low Impact: Use of staff resources does not impact high-priority operations or projects (5)	0.0	Don't know? Enter "blank" or null.
			Medium Impact: Requires use of staff resources with medium impact on high-priority operations or projects (3)	Total Score	Comments below...
			Large Impact: Requires multiple staff resources, impacting high-priority operations or projects (0)	0.0	

Success Factor	Weight	Criterion	Condition	Enter Value	
<b>IMPLEMENTATION RISK</b> <b>- Outside Vendor or Contractors</b>	4.1	Does this project have a dependency on an outside vendor or contractor?	No Impact: Does not require an outside vendor or contractor; or uses an outside vendor or contractor with no risk (5)	0.0	Don't know? Enter "blank" or null.
			Uses an outside vendor or contractor, with moderate risk (3)	Total Score	Comments below...
			Uses an outside vendor or contractor, but high risk (0)	0.0	

Success Factor	Weight	Criterion	Condition	Enter Value	
<b>IMPLEMENTATION COST</b>	4.1	Does this project have funding for implementation? (Not including UW-IT contributed effort)	Funding committed or requires no additional funding (5)	0.0	Don't know? Enter "blank" or null.
			Funding committed with some dependencies (stage gate or ROI) (3)	Total Score	Comments below...
			Contingent on funding (0)	0.0	

Success Factor	Weight	Criterion	Condition	Enter Value	
<b>FINANCIAL SUSTAINABILITY</b> <b>- Ongoing Costs</b>	4.1	Does this project have funding to sustain this service on an ongoing basis? May include additional labor, operations, and replacement costs. (Not including UW-IT contributed effort)	Funding committed or requires no additional funding (5)	0.0	Don't know? Enter "blank" or null.
			Funding committed with some dependencies (stage gate or ROI) (3)	Total Score	Comments below...
			Contingent on funding (0)	0.0	

Success Factor	Weight	Criterion	Condition	Enter Value	
<b>TECHNICAL SUSTAINABILITY</b> <b>- Adaptability/Flexibility</b>	4.1	Will this project be able to adapt to future changes in technology or technology driven business processes? Does it support IT strategy for the future?	Yes, this supports strategic plan for technology (5)	0.0	Don't know? Enter "blank" or null.
			Yes, this is compliant with strategic plan for technology (3)	Total Score	Comments below...
			Creates future technical debt (work) through adoption of problematic technology (0)	0.0	