



# General Prioritization Matrix Template

9 Aug 2022 / Madelaine Bonnay

Complete

Score	<b>0%</b>	Flagged items	<b>2</b>	Actions	<b>2</b>
<b>Conducted on</b>				09.08.2022 11:53 PST	
<b>Prepared by</b>				Madelaine Bonnay	

## Flagged items & Actions

2 flagged, 2 actions

### Flagged items

2 flagged, 0 actions

Prioritization Matrix / Task or Project / Task or Project 1

#### Priority level

High

Prioritization Matrix / Task or Project / Task or Project 2

#### Priority level

High

### Other actions

2 actions

Prioritization Matrix / Task or Project / Task or Project 4

#### Points

4

Will depend on who we can partner with

To Do | Priority | Due 16.08.2022 15:05 PST | Created by SafetyCulture Staff

Coordinate with partnerships team

Prioritization Matrix

#### List down tasks or projects in order of priority:

10 points (high priority): Sanitation poster

8 points (high priority): Short video on proper handwashing techniques

5 points (medium priority): Soap commercial

4 points (low priority): Photo carousel of myths and facts related to kitchen hygiene

To Do | Priority | Due 18.08.2022 16:17 PST | Created by SafetyCulture Staff

Formalize list and coordinate with marketing team and partnerships team

## Prioritization Matrix

2 flagged, 2 actions

Criteria for urgency:

- 1 point: Not urgent at all
- 2 points: Not very urgent
- 3 points: Somewhat urgent
- 4 points: Kind of urgent
- 5 points: Very urgent, required ASAP

Criteria for the effort required:

- 1 point: Very low to no effort required
- 2 points: Low effort required
- 3 points: Medium effort required
- 4 points: High effort required
- 5 points: Very high effort required

Compute total score for each to calculate priority level. Priority levels are sorted as follows:

- 8–10 points: High priority
- 5–7 points: Medium priority
- 1–4 points: Low priority

### Goal of this matrix

To identify what projects and tasks to prioritize for this coming quarter

### Overview of task or project

All projects are designated to the creative team and are set to be presented at the end of the quarter. All projects are centered around the month's theme: Sanitation

## Task or Project

2 flagged, 1 action

### Task or Project 1

1 flagged

#### Name of task or project

Sanitation poster

#### Details

Digital poster for sharing as a story on social media. Ideally, this will be the first output released.

#### Points

10

#### Priority level

High

### Task or Project 2

1 flagged

#### Name of task or project

Short video on proper handwashing techniques

#### Details

A video less than one-minute describing proper handwashing techniques. This will be used by the company and will also be shown in public places. If possible, this will also be shared on social

media.

**Points**

8

**Priority level**

High

### Task or Project 3

**Name of task or project**

Soap commercial

**Details**

30-second commercial on soap for TV showing. Will be done in partnership with the marketing team and the partnerships team.

**Points**

5

**Priority level**

Medium

### Task or Project 4

1 action

**Name of task or project**

Photo carousel of myths and facts related to kitchen hygiene

**Details**

Will be done in partnership with a local hospital, or maybe a few doctors from different hospitals, then posted on social media. We'll be discussing at least 3 myths and facts.

**Points**

4

Will depend on who we can partner with

To Do | Priority | Due 16.08.2022 15:05 PST | Created by SafetyCulture Staff

Coordinate with partnerships team

**Priority level**

Low

We'll bump this up depending on the partnership we can get

**Is there a final list of what to prioritize yet?**

Yes

**List down tasks or projects in order of priority:**

10 points (high priority): Sanitation poster

8 points (high priority): Short video on proper handwashing techniques

5 points (medium priority): Soap commercial

4 points (low priority): Photo carousel of myths and facts related to kitchen hygiene

To Do | Priority | Due 18.08.2022 16:17 PST | Created by SafetyCulture Staff

Formalize list and coordinate with marketing team and partnerships team

**Prepared by**

*Madelaine Bonnay*

Madelaine Bonnay  
09.08.2022 15:12 PST

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