**PRIORITIZATION MATRIX**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Low Cost** | **High Strategic Priority** | **Meets Accreditation Standards** | **MD Concern** | **Staff Concern** | **Totals** |
| Repair roof | 3 | 4 | 2 | 3 | 4 | 16 |
| Purchase new X-ray machine | 5 | 2 | 0 | 1 | 5 | 13 |
| Develop skilled nursing | 4 | 1 | 0 | 2 | 2 | 9 |
| Develop better communications with home health | 2 | 3 | 1 | 4 | 3 | 13 |
| Develop a staff newsletter | 1 | 5 | 3 | 5 | 1 | 15 |

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| **How to construct** |
| 1. Create an L-shaped matrix as previously described in the matrix section. 2. Prioritize and assign weights to the list of criteria that will be used in the prioritization. 3. Prioritize the list of options based on each criterion. 4. Prioritize and select the items(s) across all the criteria. |
| **When to use** |
| * When issues are identified and options must be narrowed down * When options have strong interrelationships * When options all need to be done, but prioritization or sequencing is needed |

Pelletier, L.R. & Beaudin, C.L. *HQ Solutions: Resource for the Healthcare Quality Professional. 4th ed.* Wolters Kluwer; 2018. Page 171