**Impact-Effort Grid**

A tool to rank order potential solutions according to degree of impact and amount of effort

**DELIVERABLE**

* Impact Effort Grid
* Action Plan for Just Do It, 1st & 2nd

**WHY**

* Allows input from the team, especially those who know the process first-hand, on the potential solutions
* Provides an organized process to elicit thoughtful discussion and consensus on the potential impact of a solution and the degree of effort required to create that impact
* Allows prioritization of potential solutions

**WHEN**

* Prioritizing solutions, early as part of the two-day Smart Start On-Site Session
* In the Improve phase, as additional solutions are generated following analysis of causes

**HOW TO**

1. Create/post the 4-quadrant grid with labels on the flipchart, board or wall for all to see
2. Working one at a time, address each of the groups of the problems and/or solutions generated from the brainstorming/affinity diagram sessions
3. For each group, ask:
   * “What would be the impact of this solution on the problem? HIGH (Major Improvement) or LOW (Minor Improvement)”
   * Hold the self-stick note over the accompanying half of the grid
   * Then ask, “How much effort would it require to accomplish this solution? EASY to do or HARD/Difficult to do)”
4. Facilitate a discussion of each solution, asking probing questions about the grid placement
5. Place notes in the appropriate quadrant of the grid
6. See grid diagram template for prioritization
   * Just Do It - Create short-term (1 week to 1 month) action plans for this quadrant
   * Just Do 2nd, if impactful – Create short to medium-term (1 week to 3 months) action plans if the team deems the solution impactful
   * Do 3rd, detailed planning and work – This is the quadrant from which projects (3 to 9 months) will be selected. Prioritize the first project that the team wishes to address
   * Maybe someday – Create list for potential long-term (9 months to a year or more) activities, place in Parking Lot, or discard

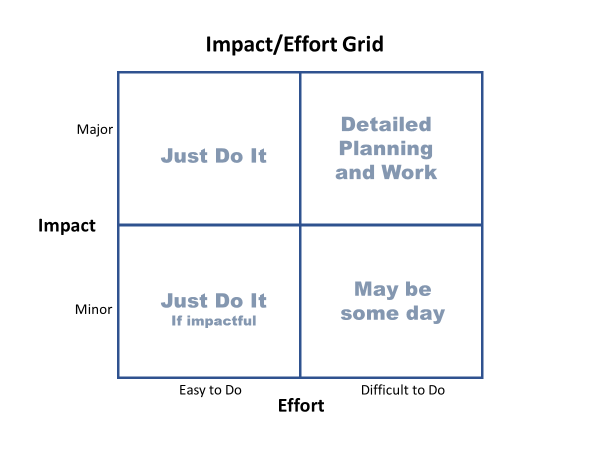
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| **TIPS**  Capture the completed Impact-Effort Grid in a photo for ease of transfer to an electronic format |

**Associated Tools:**

* Action Plan

**Template:**

* Impact Effort Grid

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