

# Prioritization Checklist for the Savvy PMO

**Do the Right Work.** Prioritization is simply determining what's most important to your organization and strategy so that you and your PMO can focus resource capacity on the most important work. If done well, your PMO will be able to focus people and teams on the highest value work first, deliver on strategy, and ultimately achieve greater benefits.

Now it's your turn. Develop a prioritization method to align your organizational goals, spanning the intake process through project completion. Your process should include retrospectives, embracing an iterative process, to ensure that the model can evolve and continue to provide the results your organization is looking for.

**Your prioritization checklist encompasses four key focus areas.**

**Use these questions and tips to develop, evaluate, and improve on your own prioritization process.**

## 1. GET CONFIDENT

Prepare to prioritize by understanding your stakeholders and the timing of the process. Identify:

**Who:**

**What:**

**When:**

**How Often:**

**How:**

## 2. GAIN KNOWLEDGE

What prioritization scoring method best suits your organization? Choose:

**Rank Order or Sequential**

**Calculated or Weighted Scoring**

**Scoring with Constraint Analysis**

**Combination:**

## 3. BE PERSISTENT

Those prioritizing successfully look at this as a continuous process, measuring progress, iterating, and conducting retrospectives to ensure continued alignment. Establish a regular cadence to:

**Monitor Progress**

**How Often:**

**Conduct a Retrospective**

## 4. MAKE THE CASE

This is your opportunity to shine as a PMO through improved decision making, realizing more business value, and lowering risk for the organization. Zoom-in on the payoff of maximizing business value – always keep objectives in mind and revisit often.

**By improving prioritization for my PMO, we will be able to:**

- 1)
- 2)
- 3)



To learn more about optimizing your PMO's prioritization processes, read **The Savvy PMO's Guide to Prioritization** and other eBooks in the series at [planview.info/Savvy-PMO](https://planview.info/Savvy-PMO)

