MSB Online Mapping Program

# Project Prioritization

There is a desire to incorporate a weighting system to score pre-identified intake questions. This will aid automating the project prioritization process. Projects are anticipated to be prioritized based on factors such as whether the business process is documented, business need/driver, complexity of the request, availability of data, reporting requirements and cost benefit.

# **Question Weighting System**

Each question identified as a priority question will have a numerical number associated with it. The combination of these scores will determine a priority rating. Ranges of score values will define High, Medium and Low priority groupings.

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| Ticket Questions | | | |
|  | **Question** | | **Answer** – **Weight** |
| 1 | Who is the target audience? If other, must describe. | | Assembly – 2  Public – 2  Director/Manager – 1  Borough Staff – 0  Other – -1 |
| 2 | Is this request to assist with the ability to meet a federal, state, borough code, or grant mandate? | | Yes – 2  No – 0 |
| 3 | Will this project result in a new workflow, practice or procedure, or a problem resolution? | | Yes – 2  No – -1 |
| 4 | Do you have the workflow, practice, or procedure documented? If yes, please describe. If possible, please attach the document(s). | | Yes – 2  No – -1 |
| 5 | How will the fulfillment of this request provide value to your area and/or the Mat-Su Borough? | | Cost Savings to Borough -2  Ease of Use Gained – 1  Quality of Service – 0  New reporting req. method – 0  Other – -1 |
| 6 | Does the data already exist? Please provide location. | | Yes – 2  No – -1 |
| 7 | Will the fulfillment of this request affect any other workflows, practices or procedures that we should know about? | | Yes – -1  No – 2 |
| 8 | Do you know of any work (spreadsheets, programs, etc.) that may need to work with or be integrated (tied to) this solution? If yes, please list and, if possible, attach whatever documentation that may help explain. | | Yes – -1  No – 2 |
| 9 | Does this involve updating an existing online viewer or creating a new one? | | Updated Existing – 2  Create a New One – -1 |
| Questionnaire Questions | | | |
| 11 | What is the impact on your business process if this request is not implemented? | High – 2  Medium – 1  Low – -1 | |
| 12 | Do you have time available to devote to this request? Does your sponsor? | Yes – 2  No – -1 | |
| 13 | Can the request be completed in the expected turnaround time? | Yes – 2  No – -1 | |
| 14 | Will the typical user need a simpler version or more complex capabilities (spatial analysis, routing)?  Need to come up with listing of simple vs. complex | Simple – 2  Complex – -1 | |
| 15 | What functionality/widgets requested can be easily deployed/which ones can't?  Need to build a list of existing functionality/widgets. | 80% - 100% - 2  60% - 79% - 1  40% - 59% – 0  < 40% - -1 | |
| 16 | Does it require development of a new dataset or significant overhaul of an existing dataset? If it's new data, use local gov't data model when applicable. | Yes – -1  No – 2 | |
| 17 | Is the dataset complete? | Yes – 2  No – -1 | |
| 18 | What is the software/application that supports the current processes?   * Note: as we start to integrate applications the value for each will change. Ones with integration will be valued at (1), ones without integration will be valued at (-1) | ArcGIS – 2  Govern – 1  Cartegraph – -1  Logos – -1 | |

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| *Scoring* | | |
| **Priority** | **Score Range** | **Description** |
| High | 26-36 | Projects that score in the high priority range should be begin to be addressed immediately. |
| Medium | 15-25 | Projects that score in the medium priority range should be discussed with the Technical Committee. |
| Low | < 15 | Projects that score low priority range should be tabled for now. |

**Prioritization Process *– full version*** *found on page two of the Decision Tree.*

