

Initiative Prioritization Rubric

Directions: List all the initiatives that your school or district is currently considering or recently started. Each team member completes the rubric based on his or her analysis of each criterion for each implementation. Team members then compare their responses with one another and come to consensus on which initiatives should be prioritized over the others. Total agreement is not necessary; the goal is to collectively decide how to prioritize initiatives for the good of the school or district.

1. Write the initiative name at the top of each column.
2. Evaluate each initiative against the first criteria.
3. Using the guiding questions, give each initiative a rating based on how well the initiative fits those criteria.
4. Multiply the weight by your rating.
5. Write the resulting number, the weighted value, in the box for that initiative and criteria.
6. Repeat these steps for each criterion.
7. Add all the values in each of the columns, and write the totals in the boxes at the bottom.

Criteria or Weight	Rating Scale	Initiative	Initiative	Initiative
<p>Criteria 1: Strategic Alignment</p> <ul style="list-style-type: none"> • To what extent is the project aligned with the department or site's vision, mission, and goals? • To what extent is the project aligned with existing frameworks or strategic plans? <p>Weight = ____</p>	<p>1 = Does not align 2 = Some alignment 3 = Full alignment</p>			
<p>Criteria 2: Connection to Other Initiatives</p> <ul style="list-style-type: none"> • To what degree does the project intersect with or support other district initiatives? • To what degree will the project lay a foundation to support future initiatives? <p>Weight = ____</p>	<p>1 = None; stands alone 2 = Intersects; supports some 3 = Intersects; supports all</p>			
<p>Criteria 3: Impact on Learning</p> <p><i>Consider what the data says about why this initiative is needed.</i></p> <ul style="list-style-type: none"> • To what extent will the project positively impact student learning? • How widespread will the project's impact be across the district? <p>Weight = ____</p>	<p>1 = Low impact 2 = Medium impact 3 = High impact</p>			

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<p>Criteria 4: Equity</p> <ul style="list-style-type: none"> To what extent will the project increase equity for students? To what extent does it address the specific, data-driven needs of diverse student groups? <p><i>Weight = ____</i></p>	<p>1 = No increase</p> <p>2 = Some increase</p> <p>3 = Significant increase</p>			
<p>Criteria 5: Support From Key Stakeholders</p> <ul style="list-style-type: none"> What is the level of support from other district office departments (human resources, business, superintendent) or the school board? What is the level of support from employee associations? What is the level of support from parents, students, the community at large, or the business community? <p><i>Weight = ____</i></p>	<p>1 = Unknown or weak level of support</p> <p>2 = Support from some</p> <p>3 = Complete support</p>			
<p>Criteria 6: Timing and Readiness</p> <p><i>Consider the urgency of the problem being solved.</i></p> <ul style="list-style-type: none"> To what degree is the district ready for this initiative? To what degree is this the right time for this initiative? <p><i>Weight = ____</i></p>	<p>1 = Not ready; too early to tell</p> <p>2 = Adequately prepared; good timing</p> <p>3 = Totally prepared; perfect timing</p>			
<p>Criteria 7: Required Service</p> <ul style="list-style-type: none"> Is the project required to meet legal, compliance, or regulatory mandates? Does this project fulfill a moral or ethical obligation? Is the project responsive to concerns being brought up by staff, students, or parents? <p><i>Weight = ____</i></p>	<p>1 = Not required or mandated</p> <p>2 = Not required but has ethical value</p> <p>3 = Required or mandated by law</p>			

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<p>Criteria 8: Costs and Resources</p> <ul style="list-style-type: none"> • What is the potential cost-benefit of the project? • What are the other resources, other than money, needed to sustain the effort? <p><i>Weight = ____</i></p>	<p>1 = High potential for unknown or unexpected costs</p> <p>2 = Some costs are known and planned for</p> <p>3 = All costs, direct and indirect, are known, planned for, and budgeted</p>			
Total Score				