

Action Priority Matrix

Aim of the matrix is to: allow Area Partnerships to priorities the actions within their area plans focusing on actions that will have the greatest impact in reducing inequalities.

The 3 stages of action prioritising

1. Scoring each action
2. Prioritising
3. Action planning

How to do it

- Use local area **outcomes** (called priority outcomes NBC and PSG, priority for action Musselburgh and Fa'side, goals/ aims in D&EL and H&L) as headers and write the actions associated with it i.e. the **outputs** on a post it. Note, the actions or outputs are called "action needed" in Fa'side, Musselburgh, PSG and NBC, and "how this will be achieved" in D&EL (H&L to be confirmed after plan has been reviewed).
- The Facilitator explains the purpose of the process (i.e. what is it we're looking to achieve)
- The Partnership members look at the action listed under the broad theme (but does not put them on the chart yet)

1. Scoring

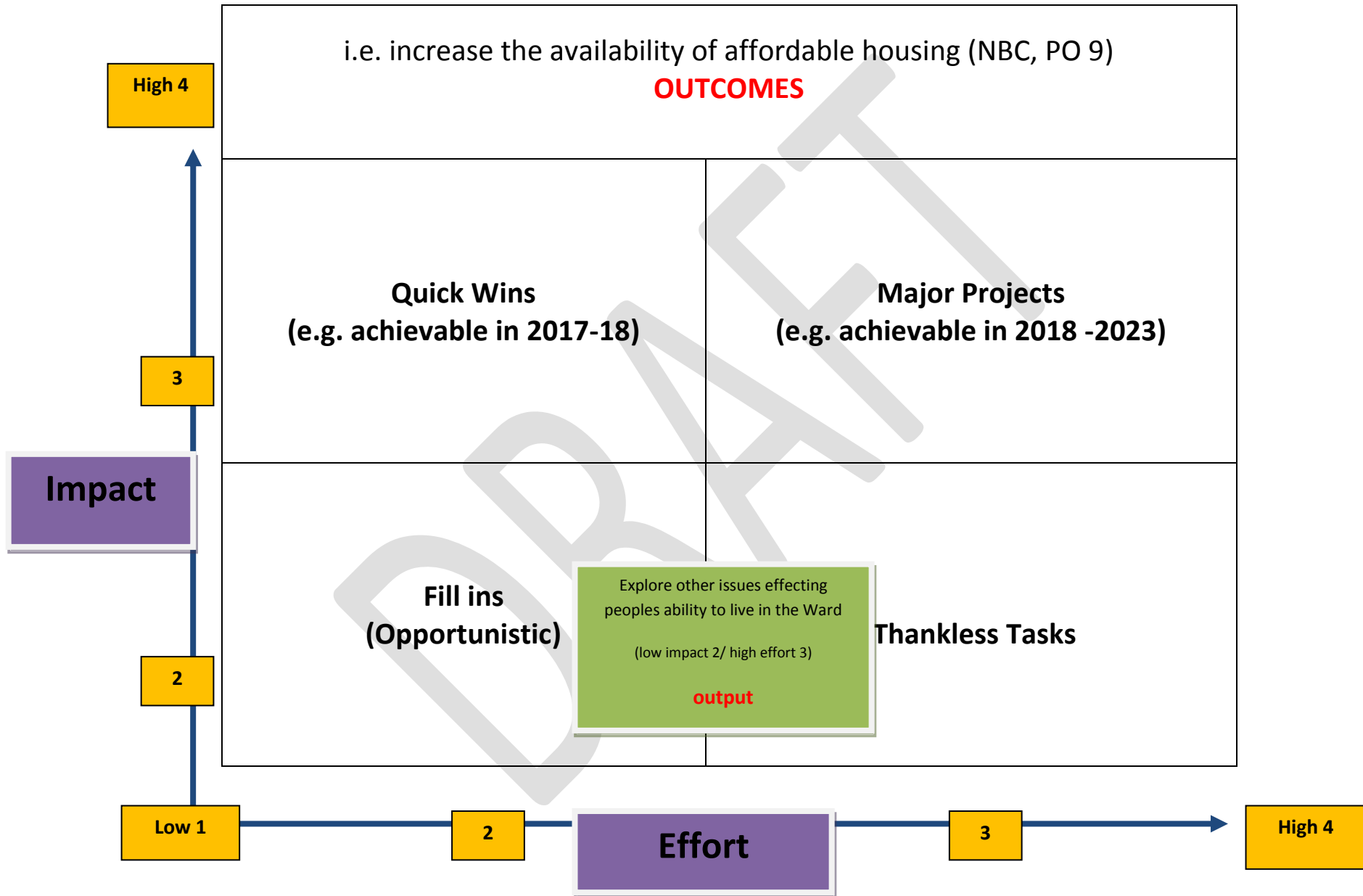
- Quickly discuss whether this action would have a high or low **impact** in terms of reducing inequalities and consider
 - o Does the evidence support the delivery of this action? I.e. is there information demonstrating that "getting the gravestone in the park standing again)" will reduce inequalities? If yes, score it high (3 or 4) and if no, score it low (1 or 2)
 - Quickly discuss whether this action would take a high or low **effort** (or use 'do-ability') in terms of delivery and consider. If yes, score it high (3 or 4) and if no, score it low (1 or 2)
 - Plot the scores on the diagram (see over page)
- Remember that all ratings are relative and not absolute.
 - Moderate your evaluations once all the alternatives have been rated.

Supporting info:- having area profiles to hand might make this easier the first few times you do it.

<https://workshopbank.com/prioritization-matrix>

https://www.mindtools.com/pages/article/newHTE_95.htm

2. Prioritising



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Prioritising – what goes into the area plan?

Look at putting the actions that are either quick wins or major projects in the plan. These will probably need further discussion and teasing out with partners at some point in the near future

Quick Wins (High Impact, Low Effort)

Quick wins ⁺ are the most attractive projects, because they give you a good return for relatively little effort. Focus on these as much as you can.

Major Projects (High Impact, High Effort)

Major projects give good returns, but they are time-consuming. This means that one major project can "crowd out" many quick wins.

Fill Ins (Low Impact, Low Effort)

Don't worry too much about doing these activities – if you have spare time, do them, but drop them or delegate ⁺ them if something better comes along. Are there other services that are already delivering on these?

Thankless Tasks (Low Impact, High Effort)

Try to avoid these activities. Not only do they give little return, they also soak up time that you should be using on quick wins.

3. Action Planning

Take the quick wins and the major projects and detail them in the below table. Start identifying what is needed to take forward. I.e. discussion with Health Promotion team or research on community growing projects

What	Who	By when
i.e.		