

Criteria to Determine Urgency

The considerations listed here can help identify the urgency of projects and organizational needs based on a clear, consistent and transparent set of criteria – to ensure that the discussion is about comparing apples to apples – in an effort to determine the actual urgency of one matter against another. These considerations apply to both cross project urgency and elements within projects.

Deadlines

- How close is the deadline of an activity or deliverable?

Dependency

- Is there anything (project, operations, stakeholders, customers, or initiatives) that depend on the outcome of the of the matter or on the resources performing it?

Impact and Visibility

- What the impact would be on the project and the organization if the matter under consideration fails and how severe will the impact be on the organization / customers?

Other Considerations

- This section, if needed, can include the resulting crisis level, the potential team problems and the seniority of the stakeholders involved.