

Priority-Level Recommendation Matrix Template

Overview

This document outlines a matrix to assess, categorize, and prioritize recommendations based on impact and urgency for effective decision-making and implementation planning.

Matrix Table

| Recommendation | Impact | Urgency | Priority Level | Responsible | Due Date | Status |
|---------------------------------------|--------|------------|----------------|-------------|------------|-------------|
| Implement enhanced security protocols | High | Immediate | 1 - Critical | IT Team | 2024-07-15 | In Progress |
| Update employee training materials | Medium | Soon | 2 - High | HR Dept | 2024-08-01 | Pending |
| Review software license agreements | Low | Flexible | 3 - Medium | Legal | 2024-09-10 | Not Started |
| Enhance internal communication tools | Medium | Not urgent | 4 - Low | Admin Team | 2024-10-05 | Not Started |

Priority Levels

| Level | Description |
|--------------|---|
| 1 - Critical | Requires immediate action to avoid significant risk or realize substantial benefit. |
| 2 - High | Important; should be addressed as soon as possible. |
| 3 - Medium | Valuable; schedule when resources permit. |
| 4 - Low | Optional; implement if time and resources allow. |

Important Notes

- Review and update priorities regularly based on evolving needs and circumstances.
- Clearly define criteria for impact and urgency to ensure consistency in evaluations.
- Assign responsible teams or individuals to each recommendation for accountability.
- Maintain visible tracking of status and deadlines for effective follow-up.
- Document assumptions or constraints that influence prioritization decisions.