

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.