

## Prioritizing the Actions

At the end of Workshop #2 (and after the follow-up homework), participants have a solid list of the Actions needed to better employ their natural infrastructure for flood and drought mitigation in the community. However, the municipality does NOT have an endless supply of people and dollars to get everything done.

You have two options:

- A simple scoring of importance
- A more complex, but more robust rank-order calculation (using the *WWN Prioritization Tool*)

## Simple Prioritization

This is not the first time participants have thought this this topic. When an Action is proposed by a participant, they have an inherent sense of its importance.

The Actions tab in the WWN Workbook includes a column on the right titled 'Priority'. As participants identify and detail a given Action, they can also use this column to suggest a priority from 1 (the highest) to 4 (the lowest).

It's important to remember that the simple act of identifying and detailing an Action suggests it is a priority for the municipality. This exercise is not about removing things that should not be done, but rather about prioritizing Actions that likely should all be done.

## Using the *WWN Prioritization Tool*

The *WWN Prioritization Tool* divides the prioritization task into the two lenses most often used: Effectiveness and Feasibility. Effectiveness speaks to how likely the Action is to actually meet your Goals; feasibility speaks to how practical it is to pursue the Action.

The *WWN Prioritization Tool* has three components (each contained in a different MSExcel spreadsheet):

- The *Prioritization Tool* is circulated to each participant for them to enter their assessments of every proposed Action
- The *Criteria Weighting Tool* is an optional tool that the Team Leader can circulate to participants in advance to have them weight each criterion in advance
- The *Action Score Averaging Tool* is used by the Team Leader to create a single rank-order list based on all the Prioritization feedback gathered from participants

The results of the Prioritization exercise are fed back into the WWN Workbook, so Action details and priority can be viewed in the same place.