

Weight is 0 to 7, with 0 being least important and 7 being most important to the operation of the business. Each project will be rated on its impact on each with 0 being the least positive impact and 5 being the most positive impact on that particular criterion.

1) Time Savings per year (Multiply unit X high # of Residents/Businesses/Citizens)

1040 or more hours	5
520 -1039 hours	4
260 – 519 hours	3
100 – 259 hours	2
1-99 hours	1
None	0

2) Timing/Priority

Mandatory (within 6 months)	5
Mandatory (6-12 months)	4
Mandatory (more than 1 year)	3
Essential	2
Nice	1
Unnecessary	0
Date Required:	

3) # of Citizens/Businesses impacted per year

2500 or more	5
1000-2499	4
500-999	3
250-499	2
50-249	1
1-49	0.

4) Cost Savings (Supplies, printing, mailing, etc.)

Over 10,000	5
5,000 to 9,999	4
2500 to 4,999	3
1000 to 2499	2
1 to 999	1
None	0

5) # Employees/City impacted per year

All Employees	5
Department over 100	4
Department 50-99	3
Department 25-49	2
Department 5-24	1
Department – less than 5	0

6) Estimated Project Cost

\$0 /already purchased/Included in Budget	5
\$1-1000	4
\$1001 – 2500	3
\$2501-5000	2
\$5001 – 10,000	1
Over 10,000	0

7) Duration of Project

1 day	5
1 week	4
1 month	3
3 months	2
6 months	1
More than 6 months	0

Accessed by IT after prioritization

<u>Degree of Difficulty/Skill Level</u>	
1-2	5
3-4	4
5-6	3
7-8	2
9	1
10	0

Resources (Staff Availability)

Definite Yes	5
Mostly Yes	4
Possibly	3
Mostly No	2
No/None	1