

Full Colour Prioritisation Tool ©

How to use the Full Colour Prioritisation Tool

This tool helps you prioritise existing areas of work to identify what you should continue with and what you should ditch from workplans. It is a “thinking” tool to inform your and your team’s decisions.

We’re happy for you to use the Full Colour Prioritization Tool © for free, but please credit Full Colour when doing so.

| Work project/area | Which business goal(s) does the project/area relate to? | Rate to what extent the project/area directly achieves this goal(s) | If the project/area scored 1 or 2, in what specific ways does it contribute to achieving the goal(s) | What is the worst that can happen if we drop this project/area of work? | Decision and reasons |
|--|---|---|--|---|---|
| List project/areas of work you need to decide on | List the business/strategic goal this project helps achieve | 0 = not at all 1 = partially 2 = substantially 3 = essential | Be hyper specific in answering, and where possible refer to facts/data | List specific reasons and where possible refer to facts and data | Record decisions and reasons, so you have a record and to inform messaging. |
| | | | | | |
| | | | | | |
| | | | | | |