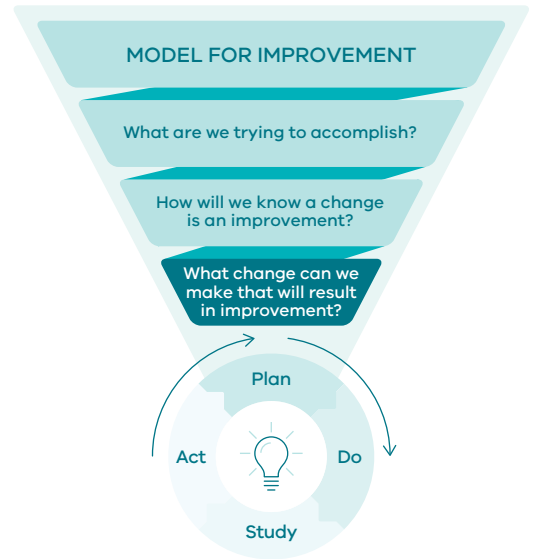


Effort-Impact Matrix

Overview

In any improvement project there may be many different change ideas that could help you achieve your aim. Prioritisation matrixes are a structured visual tool designed to help you and your project team decide which change ideas to test first.

The Impact Effort Matrix is a structured visual tool to help focus your activity and energy and prioritise your change ideas. It's best to complete this with your team to help build buy-in and communicate to stakeholders why you have chosen to test certain ideas before others.



How to create and use a prioritisation matrix

An Impact Effort matrix is created as part of a structured brainstorm once your team has generated their improvement ideas.

1. Draw a large 2x2 matrix on a whiteboard or a piece of flipchart paper (or use below template).
2. Label your axes.
 - Vertical axis: Impact.
 - Horizontal axis: Effort
3. Write all your improvement ideas from your brainstorming onto a post-it-note..
4. As a team, for each idea each idea, determine the level (high/medium/low) of impact the change will have and effort it will take to implement (high/medium/low).

To determine the **impact** the change will have, consider:

- Evidence: is there global or local evidence this change makes a difference?

- Contribution: how much does this change contribute to our overall aim?

To determine the **effort** it will take to implement the change, consider:

- Speed: how quickly can we do this?
 - Resources/Cost: how many resources does it take to implement?
 - Acceptability: is this change likely to be adopted by the users of the system
5. Place each post-it-note in the most appropriate quadrant.

Making decisions based on Effort – Impact Matrix

Quick wins (High Impact, Low Effort): These tasks are usually prioritized first as they provide significant benefits with minimal effort.

Major projects (High Impact, High Effort): These tasks are important but require substantial effort. They are typically pursued next.

Fill-Ins (Low Impact, Low Effort): These tasks are not very impactful but can be done when there is extra capacity or as fillers between major tasks.

Hard slogs (Low Impact, High Effort): These tasks provide minimal benefit and require a lot of effort. They are often deprioritized or reconsidered.

Important considerations

A person's perspective of impact or effort may be different to others and influenced by their 'place' in the system. When using prioritisation tools such as this matrix, the conversation and collaboration that occurs in order to reach consensus is a vital part of this process.

Additional resources

To learn more about Quality Improvement you can access the following resources:

- [SCV Quality Improvement Toolkit](#)
- [Institute for Healthcare Improvement website](#)
- [NSW Clinical Excellence Commission Quality Improvement Tools](#)

Effort-Impact Matrix

