

Instruction sheet  A3

# Prioritisation Chart

Use the prioritisation chart to have an open discussion with key stakeholders on which actions you want to take forward.

 30 to 45 min activity

 6 - 15 participants

The prioritisation chart is a tool to **help identify the actions that have the most relevance and impact for your city**. In the roadmap process, cities may have identified a large number of actions that could be taken forward. The prioritisation chart helps to locate these actions **with respect to their ease of implementation and expected scale of benefits**. It can also initiate conversations on what benefits/ for whom/ in what timescale, and what factors contribute to ease of implementation (and how these could be improved for various actions). Finally, it can help **identify synergies between actions** by opening dialogue about which actions support one another, enabling cities to choose a consolidated set of actions that bring more to the hub together than individually.

## STEPS

### 1. Locate actions with respect to ease of implementation and scale benefits

Map actions onto prioritisation chart according to their ease of implementation and the scale of benefits they are expected to deliver.

### 2. Understand potential synergies between actions

Are there any actions that can be combined to have a bigger impact together than they would individually? Consider which actions overlap or work well together.

### 3. See factors effecting implementation

For each action, consider what factors aid/hinder implementation? Are there complementary actions that help overcome these barriers?

## TIPS

- Use the mapping exercise to have an open discussion with key stakeholders need to be engaged (and at which stage) and build consensus on actions to be taken forward.
- Consider which stakeholders the prioritised actions engage with and benefit. Are these the stakeholders that the city most wants to prioritise?
- Consider using different colours to differentiate actions with greater certainty or those that align with strategic objectives for the city, such as inclusive innovation and diversity considerations (incl. biodiversity).

# Prioritisation Chart

Use the prioritisation chart to have an open discussion with key stakeholders on which actions you want to take forward. Consider:

## STEPS

### 1. Locate actions

Map actions onto prioritisation chart according to their ease of implementation and the scale of benefits they are expected to deliver.

### 2. Understand synergies

Potential synergies between actions: Are there any actions that can be combined to have a bigger impact together than they would individually? Consider which actions overlap or work well together.

### 3. See factors effecting implementation

For each action, consider what factors aid/hinder implementation? Are there complementary actions that help overcome these barriers?

### 4. Understand stakeholders to engage

Which stakeholders do the actions engage with and benefit? Are these the stakeholders that the city most wants to prioritise? Are these stakeholders aligning with inclusion and diversity considerations?

