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Name: Prioritizing and Ranking

Goal: *This tool can help you select the most promising ideas or options when many have been generated during prototyping (see previous tool).*

Short Description

After a creative brainstorming session in which as many ideas as possible were generated, this method helps to decide which ideas to keep and which ones to discard. This template shows 3 different methods to do this.

Step-by-Step Guidance

1. Select promising ideas (a. Cluster the ideas, b. Vote for favourite ideas using sticky dots or simply drawing a dot, c. Discuss the results)
2. Narrowing a list by following criteria for selection (importance, time needed, cost, urgency, feasibility, desirability etc.)
3. Ranking and Scoring
   a. Write all ideas on a Flipchart paper
   b. Ask participants to rank the ideas by assigning a number to each item - from most important (10) to least important (1)
   c. Calculate average scores and rewrite the items in the new order
   d. Select the prioritised / most important 3-5 ideas