PRIORITIZING:

IDENTIFYING TOP CHOICES AMONG A NUMBER OF NEEDS

5 -- 3 -- 1

Purpose: To identify the top priority needs (from a list of needs). Following the process as described will result in 2 lists (1 for Non-Academic Needs and 1 for Academic Needs).

1. Develop a list of potential priority needs, on a flip chart, so all can see. These needs have been identified from the data and from the discrepancy Analysis process and thus are considered to be priorities by the Consolidated Planning Team. It could be helpful to solicit advocates for each need who could be allowed a designated length of time to speak in favor of the need as one of highest priority. The advocate should support the need with data and research.

2. Each individual is given 3 index cards (or scrap pieces of paper). On one card is a 5, on another is a 3, and on the third one is a 1. Participants are asked to put the need he or she sees as the top priority on the 5 card, the next highest need on the 3 card and the third highest need on the 1 card.

3. The facilitator collects the cards and then tallies and presents the results. The total number of points for each need should be presented as well as the number of 5s each need received.