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Capacity building in  
Groundwater Data Collection and Management in the SADC Member States

## Member States: Data Collection and Management Project

Final Workshop  
24-25 June 2019, Johannesburg, South Africa



# Project Selection Matrix – Determine What to Work on Next

- There are a number of groundwater data collection and management projects that can be implemented in your Country, the list can be long.
- In reality we are faced we are always faced with constraints of time, people, and costs, we therefore need to select which projects are most important and implement them first.
- There are a variety of methods that can be used for project selection They can involve a single decision maker or multiple stakeholders. Selection can be based on hard data or qualitative analysis. Regardless of the technique you use, ensure that your project road-map is aligned with your strategic plan.

# Priority Matrix

- Also called an Impact / Effort Matrix, the Priority Matrix is a qualitative method of ranking projects by their impact to the practice and the effort it takes to complete them.
- This is an easy method of project prioritization that can also be a great team builder
- It works best when involving a group of people with varying perspectives.
- **Horizontal Axis (Level of Effort):** How much time, money and other resources and capacity will be needed to achieve the desired outcome.
- **Vertical Axis (Level of Impact):** Value or impact of the Outcomes

# Priority Matrix

IMPACT	High	<ul style="list-style-type: none"> <li>• <b><u>QUICK WINS</u></b> <ul style="list-style-type: none"> <li>▪ Give best returns based on the effort.</li> <li>▪ They are valuable and fundamental</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>MAJOR PROJECTS</u></b> <ul style="list-style-type: none"> <li>▪ Typically provide long term returns</li> <li>▪ Complex to execute</li> <li>▪ Plan and execute efficiently</li> <li>▪ Pursue if they are likely to be worth the effort.</li> </ul> </li> </ul>
	Low	<ul style="list-style-type: none"> <li>• <b><u>Fill Ins</u></b> <ul style="list-style-type: none"> <li>▪ Not very Important</li> <li>▪ Typically Implemented when there are excess resources</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Hard Slogs</u></b> <ul style="list-style-type: none"> <li>▪ These activities are time consuming and require resources that are better spent elsewhere. They are Generally not worth completing and should rather be avoided.</li> </ul> </li> </ul>
		Low	High
		LEVEL OF EFFORT	

# PRIORITISING GROUNDWATER DATA COLLECTION AND MANAGEMENT PROJECTS

- **Step 1 – Brainstorm**

- Every group member to think of **4 projects within 5 minutes** and write them on the notes; one project per Post-It and multiple Post-Its per person

- **Step 2 – Create Matrix –On the Flip Chart**

- **Step 3 – Populate Matrix**

- Take **at most 10 minutes** for everyone to stick their projects up on the matrix in the quadrant that they feel is appropriate.
- Avoid discussing at this stage and individuals should make the determination on their own where the projects should go.

- **Step 4 – Group (5 Minutes)**

- Group similar project notes together within their specified quadrant. You may find that the same project is listed in multiple quadrants. Keep these projects in separate quadrants until the next step.

# PRIORITISING GROUNDWATER DATA COLLECTION AND MANANAGEMENT PROJECTS

- **Step 5 – Move (10 Mins)**
  - Go through the matrix starting with the “Quick-Win” projects. Open the project list up for discussion and get more details on the estimated impact and effort involved. Move projects that no longer seem to fit within that quadrant to another quadrant. Continue this process with each of the quadrants until the projects are agreed to be where they should be.
- **Step 6 – Select (5 Mins)**
  - Focus the majority of your time on the upper half of the matrix; projects that provide the greatest impact. Compare these projects to your strategic plan and select those that align with your strategy.
  - You should now have a focused list of projects that you can plan for implementation.
- **Step 6 – Select (5 Mins)**
  - Appoint someone to report back

# THANK YOU