

Project Selection Facilitation Checklist



- Identify the key decision makers for your organization.
 - Collect and record potential new projects.
- Hold a project selection meeting.
 - Come prepared with your list of potential projects.
 - Come prepared with different templates for comparing projects.
 - Be ready to compare various financial criteria, resource criteria, and intangible criteria.
- Identify the most essential selection criteria for your decision-making team.
 - Distribute a pairwise template, if necessary, to narrow down criteria further.
 - Determine your project selection template based on the team's criteria.
- Record each member's input for each of your selected criteria.
 - If necessary, average the inputs for use in your template.
- Score each project on your list.
- Analyze and discuss the scores.
 - If necessary, compare multiple template types for a wider view of project scopes.
- Choose your next project.
- Begin organizing and planning your next project.
 - Create a project plan.
 - Create a communication plan.
 - Create a visibility plan.
- Notify the team and begin your next venture.