

Prioritization Matrix and Action Tracker

Purpose – to help you build upon the <u>Needs Summary Table</u> by setting priorities as a group and identifying those who will be held accountable for addressing the needs

Essential Factor	Identified Needs	Need Interactions	Priority	Action Owner and Review Date
Expectation	Needs uncovered related to setting of expectations	Note if any need has a relationship to others in the table—either direct (it appears or increases when another need is present) or indirect (it is absent or decreases when another need is present)	Rank order those needs considered top priorities	Identify a Steering Committee owner for addressing each prioritized need and a date by which the Committee will be updated on progress
Ability	Needs uncovered related to issues of ability			
Opportunity	Needs uncovered related to issues of opportunity			
Motivation	Needs uncovered related to issues of motivation			
Other				
Needs uncovered that are not related to the investigative questions, or that are beyond the CHW needs scope but have an impact on their work				

