

## Impact/Effort Decision Making Grid

The Impact/Effort Decision making grid is a tool that can be used to assist your team in deciding which areas of improvement to work on. The grid can help to categorize your quality improvement “to-do” list focusing on impact for your practice and the amount of work needed to achieve your outcome.

		Effort	
		Difficult to Do	Easy to Do
Impact	Major Improvement/Benefit	3.	1.
	Minor Improvement/Benefit	4.	2.

### Steps:

1. In a group brainstorm ideas of quality improvement projects. Both individual and group ideas should be placed on a list. To start discussions ask the question “what do we want accomplish?”. Encourage all to participate and list all suggestions.
2. Ensure the group all has the same understanding of what is meant by ‘easy to do’, ‘difficult to do’, ‘small improvement/benefit’, and ‘big improvement/benefit’.
3. Discuss the items on your quality improvement list and place each in one of the four boxes. All items are eventually classified as being:
  - 1) Easy to do and yields a big improvement
  - 2) Easy to do but yields a small improvement
  - 3) Difficult to do but yields a big improvement
  - 4) Difficult to do but yields a small improvement
4. Review the completed Impact/Effort Grid and where your improvement ideas are categorized. The results can assist you on your improvement action plan.
  - Category 1 items are implemented immediately (low hanging fruit)
  - Category 2 items are also implemented immediately (Quick hits)
  - Category 3 items are the subject of detailed action planning (Worth the work)
  - Category 4 items are discarded. (Don’t bother)

Hint: Post your chart on the wall so the entire team can see and be involved.

Source: *Facilitating with Ease, Ingrid Bens, Participative Dynamics, 1997*