

Presentation 5

TOOL FOR PRIORITISING IMPROVEMENT ACTIONS RESULTING FROM CAF SELF-ASSESSMENT

1. Strategic weighting of the action (SW)

- **IMS= Impact on the stakeholders (1 = minor – 4 = major)**
 - Citizens/clients
 - Staff
 - Policy makers/politicians
 - Other stakeholders
- **IMR = Impact on the results of the organisation (1 = minor – 4 = major)**
- **VI = Visibility (1 = minor – 4 = major)**
 - Internal
 - External

SW: from 3 (little strategic importance) to 12 (huge strategic importance)

2. Ease of implementation of the action (EIM)

- **LD = Level of difficulty (1 = difficult – 4 = easy)**
 - Scope: concerns the entire organisation or just part of it
 - Implementation: in the entire organisation or in a pilot project
 - Level of interdisciplinarity
 - Level of specialisation
- **RN = Resources needed (1 many – 4 few)**
 - Internal resources, with or without extra training
 - With the support of horizontal or logistics services
 - Private consultant
 - Financial resources
 - Technical resources
- **SR = Speed of realisation (1 slow – 4 very fast)**
 - Long term (2 years)
 - Medium term (1 year)
 - Short term (6 months)
 - Quick win (3 months)

EIM: from 3 (very difficult to realise) to 12 (very easy to realise)

3. CAF score on the sub-criterion related to the action

4. Priority of implementation of the action (PIM) (1 = low priority – 4 = very high priority)

- **Starter: overall strategic weight and ease of implementation = > 20**
- **Choose 10 actions from those with a PIM score of 3 or 4 (including starters), to be implemented within 2 years**