

iCoTech Services

PROJECT SCORING MATRIX

Aligning the projects within your portfolio to your organisation's strategic direction allows you to showcase the true value of your team in achieving business goals. A project scoring matrix is designed to evaluate and prioritise projects based on their alignment with strategic objectives. Below is a template with customisable criteria and weightings.

Step 1: Understanding your Organisations Strategic Objectives

To begin, you need a clear understanding of the business's overall strategic goals to make sure everyone is on the same page.

Get support from all business functions and seniority levels and ensure to document the objectives.

Step 2: Define Scoring Criteria

Scoring criteria will be different based on your organisation; some examples are:

1. **Strategic Alignment**
   - Does the project directly contribute to one or more strategic objectives or pillars?
2. **Impact/Benefit**
   - What is the anticipated positive outcome of this project? (e.g., ROI, customer satisfaction, market share growth)
3. **Urgency**
   - Is the project time-sensitive or addressing an immediate need?
4. **Feasibility**
   - Can the project be realistically executed within resource constraints?
5. **Risk Level**
   - What are the risks associated with this project? (e.g., operational, financial)



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Step 2: Assign Weights to Each Criterion

Assign weights based on the importance of each criterion to the organisation. The total weight should equal 100%. For example:

Criterion	Weight
Strategic Alignment	30%
Impact/ Benefit	25%
Urgency	20%
Feasibility	15%
Risk Level	10%

Step 3: Develop a Scoring Scale

Use a consistent scoring scale (e.g., 1–5 or 1–10) for each criterion:

- 1: Very Low
- 2: Low
- 3: Moderate
- 4: High
- 5: Very High

Step 4: Score Each Project

You can implement this matrix in Excel, Google Sheets, or any project management tool that supports weighted scoring. Include formulas to automate calculations for ease of use.

Criterion	Weight	Project A	Project B	Project C
Strategic Alignment	30%	4	3	5
Impact/ Benefit	25%	5	4	4
Urgency	20%	3	5	4
Feasibility	15%	4	3	3
Risk Level	10%	3	4	2
Total Score	**100%**	**3.95**	**3.75**	**3.85**



Scoring Formula:
Total Score = Score × Weight of all criteria

Step 5: Rank Projects

Rank projects based on their total scores to prioritise those that offer the highest strategic value.



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