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.

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