

# Lean Tool – PACE Prioritization



## Purpose

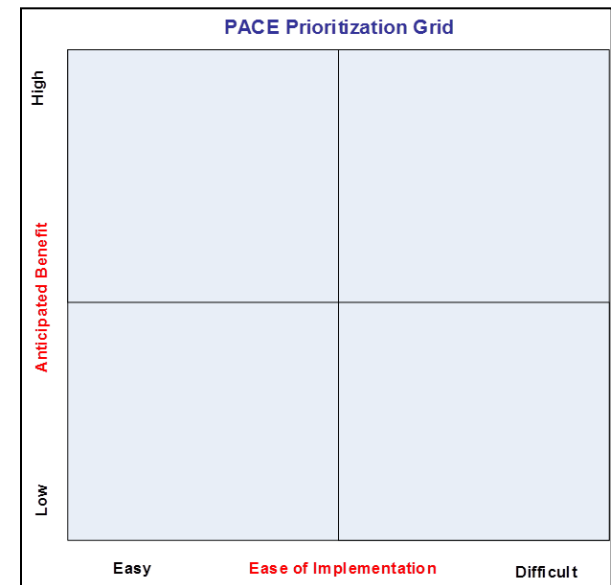
- Prioritization of highest impact opportunities

## Application

- Can be used any time you have multiple tasks/actions to choose from and need help prioritizing where to start

## Methodology

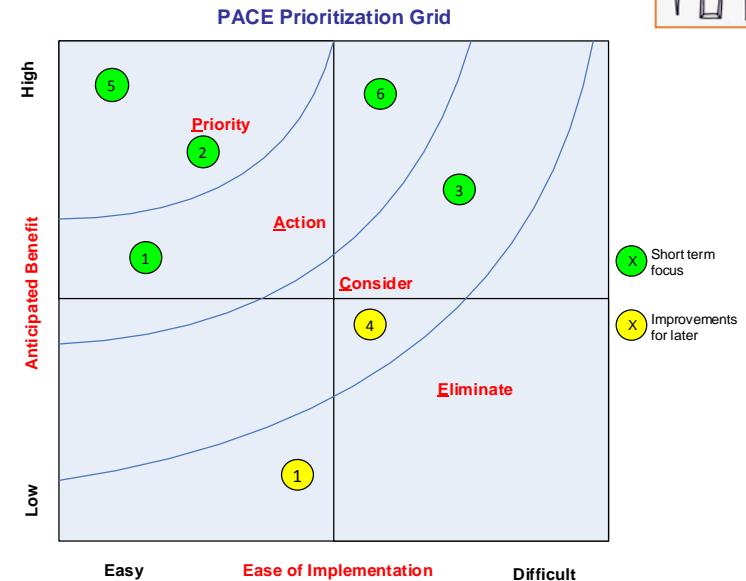
1. Using a flip chart or white board, draw the PACE prioritization grid as shown
2. Collect all tasks into a numbered list. (Hint: this list might have stemmed from a brainstorming session or fishbone exercise)
3. As a team, assess each task as to the anticipated benefit and ease of implementation
4. Draw the number for that task into the corresponding location on the grid
5. Once all tasks have been discussed and placed on the chart, add the PACE lines as shown



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6. Review where each task fell within the prioritization grid
  - Tasks in the Priority area of the grid now take top priority, followed by items in the Action area
  - Tasks in the Consider area are to be discussed individually to determine if they will be part of the short term plans or left for future projects
  - Tasks in the Eliminate area are left for future projects and not considered as part of the short term plans



7. All tasks the team has chosen to work on can be placed directly into an A3 template under the Action / Implementation Plan.

### Hints:

- If you wish to include this information into an A3, you can use the grid provided in the A3 template, modifying it to match what you have drawn and then copy/paste it into your A3. A picture of your drawn grid would also suffice.
- Don't get too hung up on the exact location of each task/action. This methodology is subjective and is only meant as a means to quickly weigh the potential of available actions against each other in order to help prioritize which actions to undertake first.

# PACE Prioritization Exercise

