PACE Decision Matrix

A PACE matrix helps your team prioritize the ideas and solutions you have generated.

Once your team has brainstormed improvement ideas:

1) Number all of the ideas and determine, as a team, what your definition for "high" and "low" implementation effort will be.

For example, "low" could mean: "implementation of this idea would require four or fewer people working together for half day". Similarly, determine as a team what your definitions for "high" and "low" anticipated benefits will be. For example, "high" benefit could mean: "this change idea would impact at least 80% of the people on an almost daily basis".

These are just examples but decide as a team on some basic definitions because this will greatly facilitate the time it takes the team to "place" the idea on the PACE matrix.

2) On a flip chart, draw the PACE matrix. (Fig. 1)

3) Take each improvement idea and as a team decide what level of effort it would be and how much of a benefit to the organization / customer based on the previously decided criteria. Plot each idea on the chart. (Fig. 2)

4) Draw the PACE lines. Evenly space the lines along the top of the chart and draw a freehand arc and add PACE letters on top. (Fig. 3)

5) Using the criteria below move forward with the projects as per the matrix.

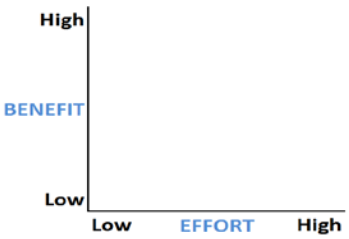

Figure 1

Figure 2

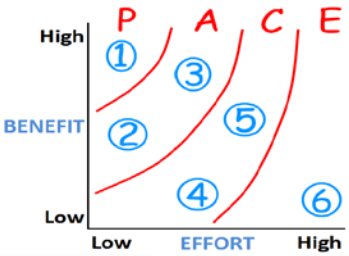

Figure 3

Now your team can sort the ideas based on the following:

P = priority

These ideas have the highest anticipated benefit and are the easiest to implement. These ideas/solutions should be implemented first.

A = action

These ideas have slightly lower benefit but are still relatively easy to implement. These ideas should occur as a follow-up after the P items have been implemented.

C = consider

After P and A ideas have been implemented review the ideas that were in the Consideration area. The team can decide as to whether the difficulty encountered with implementation is worth the benefit.

E = eliminate

These ideas should be eliminated because their low benefit is not worth the high cost in effort.