Impact vs Effort Matrix

HIGH IMPACT

LOW EFFORT

HIGH EFFORT

LOW IMPACT

1
Do Immediately
High impact, low effort for you and your team. Win, win!

2
Start Planning
High impact, high effort. These tend to be more complex projects but meaningful!

3
Do It If There's Time
Low impact, low effort. Likely a distraction against projects ranked as 1s and 2s.

4
Don't Do It
Low impact, high effort. Remove these activities all together.

Capacity vs Capability Matrix

HIGH INTERNAL CAPACITY

LOW INTERNAL CAPABILITY

HIGH INTERNAL CAPABILITY

LOW INTERNAL CAPACITY

1 Hybrid Project

An external partner drives the project with your organization's support.

2 Internal Project

This project can be fully executed by your team with no outside support.

3 Outsourced Project

An external partner drives and executes the project with approval from you.

4 Hybrid Project

Your team drives the project with execution support from an external partner.