Overview

The purpose of the Project Ranking Guideline is to provide guidance to Governance Committees on how to collectively decide on the importance (rank) and sequence of projects to submit for funding and approval. The following approach provides a consistent method of framing discussions about the project proposals.

Project Ranking Steps:

1. Review the information already provided about each project proposal
2. For each project proposal, score each ranking category as you see fit
3. List and rank each project in accordance with your score
4. Review rank scoring for each proposal and order projects in order of importance
5. Discuss your rank and rationale with committee to develop a committee project proposal rank

See below for more detailed information on each step in the process.

The ordering of projects will be based on your knowledge, experience and opinion, and may not be the same as other committee members. The objective in this process is to have an open committee discussion about the criteria and your rationale of your ranking to facilitate a committee discussion.

1. Information Already Provided in Ranking Worksheet

<table>
<thead>
<tr>
<th>Column in Spreadsheet</th>
<th>Criteria</th>
<th>Criteria / Description</th>
<th>Value</th>
<th>Value Description</th>
<th>Source / Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Project Name</td>
<td>Project Name</td>
<td>Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Project Description</td>
<td>Project description</td>
<td>Proposal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Ranking Criteria and Scoring

The ranking criteria are derived from the information presented in the project proposals and provide a quantitative approach to reviewing the proposals. The ranking criteria is not stand alone, but rather will be used by each member to rank project proposals and for the overall committee to collectively rank project proposals.

<table>
<thead>
<tr>
<th>Column in Spreadsheet</th>
<th>Criteria</th>
<th>Criteria / Description</th>
<th>Value</th>
<th>Value Description</th>
<th>Source / Decision</th>
</tr>
</thead>
</table>
| K                     | Internal/External Compliance or Regulation | Determines whether the project proposal addresses an internal or external compliance or regulation deadline, including but not limited to a legal request, policy, senate motion, audit, etc. State the requirement in the comments. | Likert Scale: 1 to 5 | 1. No internal or external compliance implications.  
2. Faculty compliance implications (internal Faculty governance decisions).  
3. Senate compliance implications  
4. Board compliance implications  
5. Legislation (government) | Proposal |
<table>
<thead>
<tr>
<th>L</th>
<th>Strategic Alignment with Integrated Plan</th>
<th>Rating based on the extent for which the project proposal aligns to the integrated plan and budget framework (<a href="http://www.uvic.ca/budgetplanning/home/budget-framework/index.php">http://www.uvic.ca/budgetplanning/home/budget-framework/index.php</a>).</th>
<th>Likert Scale: 1 to 5</th>
<th>1. No alignment with the integrated plan 2. Minor alignment with <em>small</em> elements of the integrated plan 3. <em>Moderate</em> alignment with <em>multiple</em> elements of the integrated plan, and/or <em>considerable</em> alignment with <em>small</em> elements of the integrated plan. 4. <em>Considerable</em> alignment with <em>multiple</em> elements of the integrated plan and/or <em>complete</em> alignment with <em>small</em> elements of the integrated plan. 5. <em>Complete</em> alignment with <em>multiple</em> elements of the integrated plan.</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Impact</td>
<td>Rating based on the breadth of impact on Academic or Administrative areas of the University.</td>
<td>Likert Scale: 1 to 5</td>
<td>1. <em>Minor</em> impact on the objectives and/or results of <em>specific</em> projects, programs, or services within the department or administrative unit 2. <em>Moderate</em> impact on the objectives and/or results of <em>specific</em> projects, programs, or services within the department or administrative unit 3. <em>Major</em> impact on the objectives and/or results of <em>specific</em> projects, programs, or services within the department or administrative unit, and/or a <em>moderate</em> impact beyond the administrative unit; 4. <em>Major</em> impact on the determination of the objectives, specific projects, programs or services of a division or faculty, and/or a <em>moderate</em> impact beyond a division or faculty; or a <em>moderate</em> impact on the University’s services, resources or obligations 5. <em>Major</em> impact on the direction of programs and services beyond a division or faculty and/or, <em>major</em> impact on the University’s services, resources, or obligations.</td>
<td>Committee</td>
</tr>
<tr>
<td>N</td>
<td>Benefits</td>
<td>To what extent does the project provide benefits to the University? Does it provide improvements to processes, projects, programs, or services where there is a net savings of time or dollars as Stack Overflow.</td>
<td>Likert Scale: 1 to 5</td>
<td>1. <em>Minor</em> benefits to the objectives and/or results of <em>specific</em> processes, projects, programs, or services within the department or administrative unit</td>
<td>Committee</td>
</tr>
</tbody>
</table>
3. **List and rank each project in accordance with your score**
   - Populate the Rank column (column C) with your ranking for the individual project.

4. **Review rank scoring for each proposal and order projects in order of importance in Rank column**
   - Update the Rank column (column C) with your overall ranking for the group of projects.

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5. Discuss your rank and rationale with committee to develop a committee project proposal rank
   - Send your project rankings to the committee member responsible for aggregating the results. The results will be aggregated for review and discussion at the next committee meeting to develop a committee project proposal rank.

DRAFT Committee Ranking Process

- New proposal(s) are developed and are submitted to the committee for review.
- Proposal Ranking
  - If there is only one proposal to rank, the committee members will preliminarily rank the proposal prior to the proposal discussion meeting.
  - If there are multiple proposals to rank, the committee will review and discuss the proposals first. A subsequent meeting will be held to rank the proposals.
  - Committee member ranking worksheets must be completed and submitted prior to the committee meeting in order to aggregate results.
- Projects cannot go forward to the parent committee without being reviewed, collectively ranked and approved.