

# | Project Priorities Worksheet Template

**How to use this document:** This sample worksheet provides a tool for prioritizing and making decisions about energy-saving projects. It provides a scoring guide to support objective evaluation and selection of competing ideas and projects. Use or adapt this template at your own facility or workplace to grade energy saving project ideas according to your own criteria to help you identify the most promising projects to implement.

**Step 1:** In the columns indicated, add project ideas and areas of your facility that the projects will focus on or impact.

**Step 2:** Identify evaluation criteria and write in columns where indicated. These criteria will be specific to your organization's assessment of the costs and benefits of energy-saving projects.

**Step 3:** Grade each project idea by assigning it a number of one through five (five being highest) for each criterion, representing its importance or value to your organization.

**Step 4:** After grading each project on each evaluation criteria, total all each project's grades to derive an overall grade. Enter this in the "Grand Total" column. Then, rank the projects from highest total grade to lowest in the "Ranking" column to create a prioritized list of projects to carry out

## Evaluation Criteria

Ranking	Area	Project	_____ (Criterion 1)	_____ (Criterion 2)	_____ (Criterion 3)	_____ (Criterion 4)	_____ (Criterion 5)	_____ (Criterion 6)	_____ (Criterion 7)	Grand total