

What is an Impact/Effort Matrix?

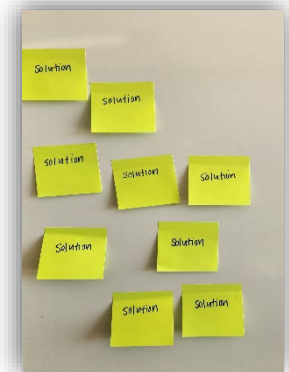
After you have identified the root cause(s) to the problem, you will need to identify ways to fix it or actions to reduce or eliminate the root cause(s). Start by brainstorming with your team and develop actions and/or countermeasures to address the problem. In order to focus in on the most impactful countermeasures, conduct an Impact vs Effort Matrix to help determine the value of each countermeasure.

How to do an Impact/Effort Chart:

1. Write a countermeasure, or proposed solution, on a sticky note.

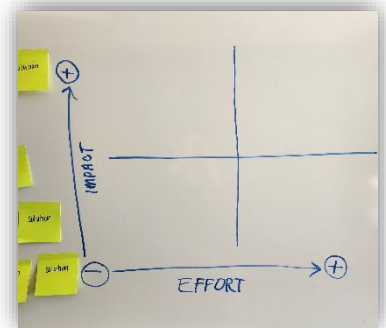
Consider:

- Will it solve the problem?
- Show linkage to the root cause



2. Draw the grid with Impact and Effort on the axis. With your team, determine level of effort (resources/time) and impact (strong effect/fix) for each sticky note.

- High impact/low effort
- High impact/high effort
- Low impact/high effort
- Low impact/low effort



3. Step back and analyze the results.

- High impact/low effort Means: **Yes!** Implement.
- High impact/high effort Means: Consider for strategic plan
- Low impact/high effort Means: **No.** Not worth it.
- Low impact/low effort Means: Likely to implement. It's a maybe.

