BERKELEY CATALYSTS
Project Selection Worksheet

Unit Name: _____________________________

Catalyst Name: ____________________________

DATA

Unit Goals/Strategy
*Write in the top 3 goals you discovered about your unit.*

1. 

2. 

3. 

SWOT
*Write in one finding per category.*

Strength:

Weakness:

Opportunity:

Threat:

Baseline Assessment Survey

Which principle does your unit exhibit MOST CONSISTENTLY? _____________________________

Which principle rated HIGHEST for the importance of the success of your unit? _____________________________

Which principle rated the LOWEST? _____________________________

Which principle rated MOST important for unit’s success in reaching goals? _____________________________

Other
*What other relevant information have you learned?*


DECISION MAKING

Criteria for Project Selection
Prioritize and select various criteria for how to select your project. Remember, there may be others!

- Low-hanging fruit
- Touches most staff
- Touches most customers
- Do-able by October 2014
- Is inexpensive to execute
- Involves greatest number of people in unit (not just leaders)
- Has most direct relationship to unit goals and strategy
- Smallest intervention that yields biggest impact
- Requires fewest resources for implementation
- Other:
- Other:

Decide How To Decide
How will you and your sponsor agree to make the final decision for project selection?

Recommended Principle to Focus On
Select one:

➢ We include and excel, together
➢ We imagine and innovate
➢ We simplify
➢ We are accountable to each other
➢ We focus on service

How does this principle help us meet one of our unit goals?

Brainstorm of Project Ideas

1. 

2. 

3. 

4. 

5.