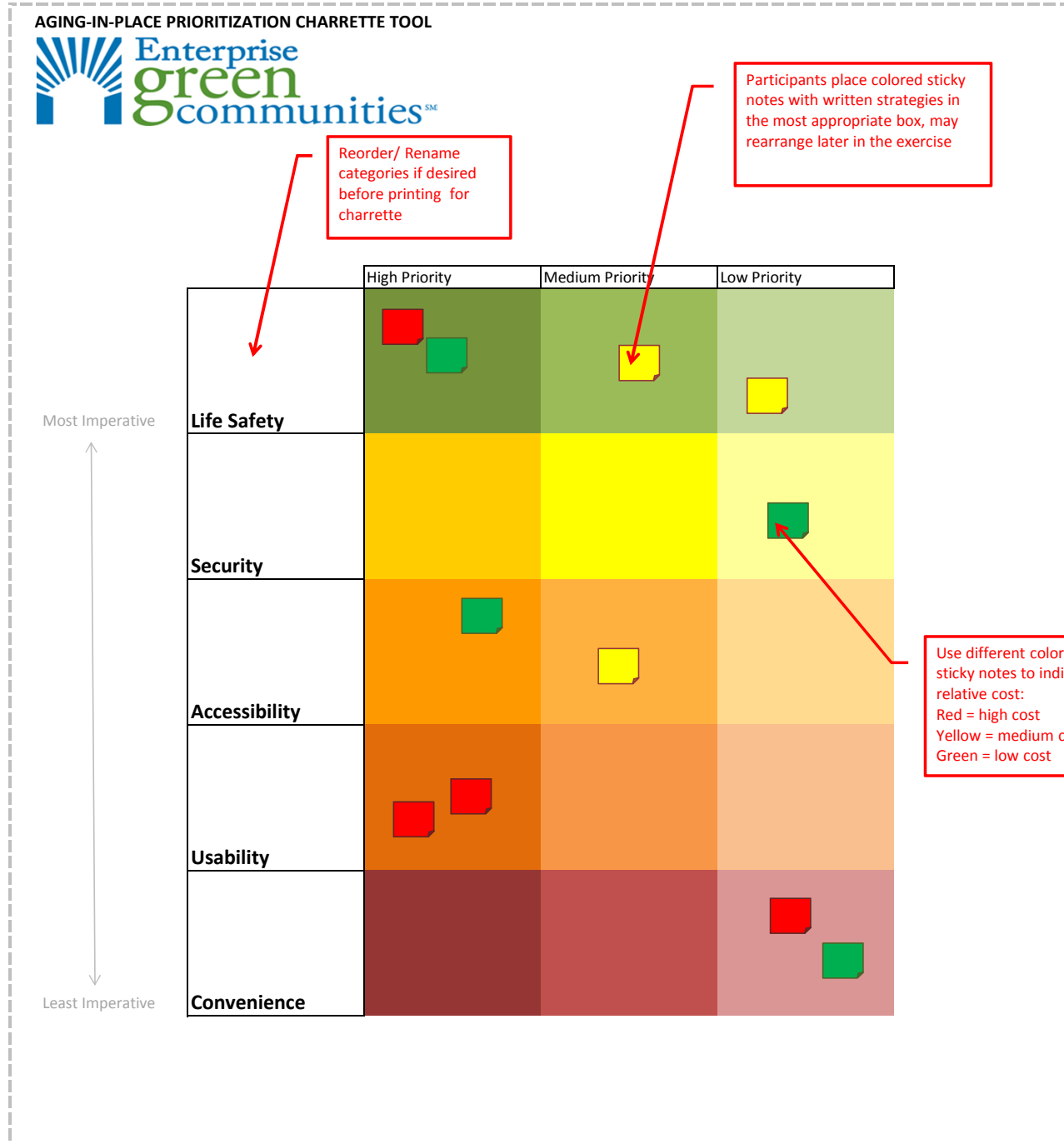


THE PRIORITIZATION EXERCISE IS INTENDED TO HELP TEAMS ORGANIZE AGING-IN-PLACE STRATEGIES IN A WAY THAT WILL ASSIST THE TEAM IN RECOGNIZING THE RELATIVE PRIORITY LEVEL BETWEEN STRATEGIES. DISCUSSION AROUND HOW VITAL THE STRATEGY IS, COST, AND PHASING WILL HELP THE TEAM ARRANGE THE STRATEGIES WITHIN THE CHART. SEE DIRECTIONS AND EXAMPLE BELOW FOR GUIDELINES ON ENGAGING PARTICIPANTS IN THE PRIORITIZATION EXERCISE. SEE PREVIOUS TAB FOR PRINTABLE VERSION OF CHART.



(It is recommended that you review the Aging-in-Place Criteria Recommendations, PowerPoint Slides and Aging-in-Place Checklist, if applicable, prior to this exercise.)

PREP

- 1) Before printing/recreating the prioritization chart, discuss the recommended categories along the left side and decide if they should be re-ordered for your project, or if any should be replaced with an alternate category that better fits your project goals.
- 2) Print or recreate the prioritization chart at a large scale (4x6 feet or larger recommended). Each box will need enough room for multiple large sticky notes.
- 3) Gather supplies for this exercise: large sticky notes (2x2 or 3x3 inch) in red, yellow and green, pens or markers, prioritization chart, pad of paper - to be used for notes and final list of priorities. Each participant should have a set of red, yellow and green sticky notes and a pen.
- 4) Prepare the room by hanging the prioritization chart on the wall (or lay out on a large table) and distributing pens and sticky notes to participants

PART 1 - INDIVIDUAL INPUT/BRAINSTORMING

- 5) Before the exercise begins, explain to participants that they will be brainstorming Aging-in-Place strategies and writing them on sticky notes. Direct them to put high cost strategies on red sticky notes, medium cost on yellow sticky notes and low cost on green sticky notes. Explain the goal of the exercise will be to help the team prioritize the strategies, and that when they are ready they should place the sticky note on the chart in the colored box they feel is the best choice. The team may move the sticky notes later in the exercise, during the discussion of strategies, so don't overthink placement.
- 6) To begin the exercise first define each of the categories along the left side of the chart so the entire group has the same understanding of the terms being used.
- 7) Have individuals spend 15-20 minutes writing strategies on sticky notes and placing them in the colored boxes on the chart. Generate as many ideas as you can. Encourage the team by reminding them that all ideas are valid and there is no wrong placement on the chart.

PART 2 - GROUP DISCUSSION & PRIORITIZATION

- 8) Discuss the strategies as a group and decide whether or not each strategy is in the appropriate category and priority level (exclude cost from this initial discussion to avoid bias on true priority level of strategy). Discuss synergies between strategies, trade-offs, and phasing impacts (does this strategy need to be included in initial construction or can it be added later?) - thinking about the strategies from many points of view may impact how they are prioritized on the chart.
- 9) Once the team is satisfied that strategies are in the best suited color box on the chart, explain that in the next step the team will begin to analyze the strategies relative to one another (cost will now be added to the discussion). Do not move the sticky notes during this next part of the discussion as the cost and color of priority box will inform the priority level. The goal will be to create a list of strategies from the highest priority to the lowest.
- 10) Create your priority list on the large pad of paper. Assign a participant to be the note taker and start item number 1 on the pad as the highest priority strategy. You will be using the colors on the chart as a visual to help the team prioritize the strategies. Begin the discussion of the top priority strategy by focusing the attention of the group to the darkest green box at the top left of the chart. Work your way left to right and down the chart to prioritize strategies on the list. (Use the gradient on the chart to help prioritize strategies - green being the highest priority stepping down in color to red being the lowest priority, and darker colors in each category higher priority than lighter colors. The highest priority items would be the darkest green box and the lowest priority items should be the lightest red box.) Cost is now part of the discussion as you evaluate strategies in each colored box and rank them on the list. A green sticky (lower cost) strategy in the dark green box might be prioritized higher than a red sticky (higher cost) in the dark green box. This is not an exact science, discussion should inform whether or not a red sticky (high cost) in the dark green box should be a higher priority than a yellow sticky (medium cost) item in a lighter green box or a green sticky in a dark yellow box. If the group needs assistance there is an optional scoring exercise on the following tab that may help balance between the cost overlay and relative importance the team has assigned.
- 11) This exercise is only a tool for prioritization, the team should review the list and make any further needed adjustments by moving strategies up or down the list. This prioritized list can be used as a guide when deciding which strategies to include in the project.

THIS IS AN OPTIONAL SCORING EXERCISE (IF THE TEAM IS HAVING A TOUGH TIME EVALUATING STRATEGIES AGAINST EACH OTHER). THE SCORE MAY OR MAY NOT REFLECT THE TRUE VALUE TO THE PROJECT. THIS EXERCISE SHOULD ONLY BE USED AS A TOOL TO HELP COMPARE RELATIVE VALUE OF STRATEGIES. SCORE EACH STRATEGY AND LIST THEM OUT IN ORDER OF NUMERICAL VALUE FROM HIGHEST TO LOWEST.

AGING-IN-PLACE PRIORITIZATION CHARRETTE TOOL



Colored boxes are assigned a value, with the highest value assigned to the most imperative, highest priority item.

Values are assigned to reflect that a medium priority item in a more imperative category might be equal to a higher priority item in a

	High Priority	Medium Priority	Low Priority
Life Safety	7 1 (red), 3 (green)	6 2 (yellow)	5 2 (yellow)
Security	6 3 (green)	5	4 3 (green)
Accessibility	5 3 (green)	4 2 (yellow)	3
Usability	4 1 (red), 1 (red)	3	2
Convenience	3	2	1 1 (red), 3 (green)

Most Imperative

Least Imperative

Cost is also assigned a value, with the least cost items having the highest value. Green sticky = 3
Yellow sticky = 2
Red sticky = 1

To score the strategy add the two values together. Score = value of colored box + value of colored sticky note. (For this