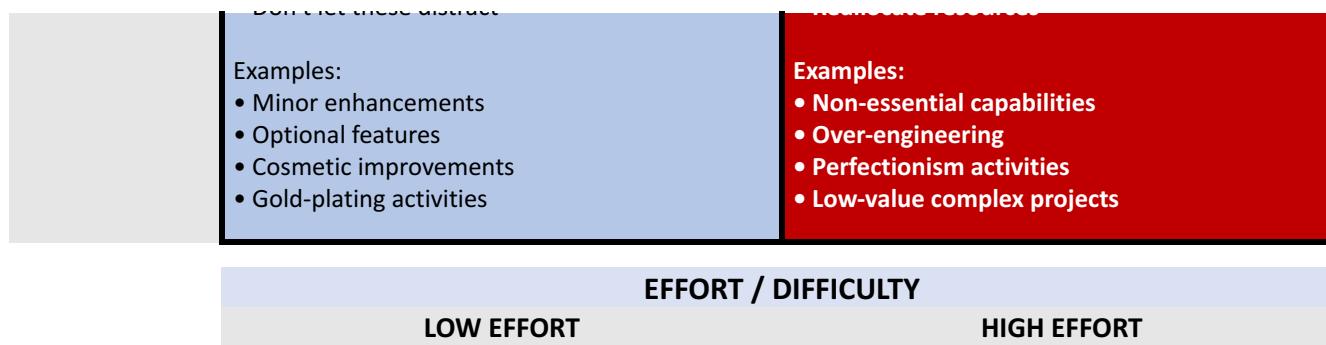


Gap Prioritization Matrix

Prioritize readiness gaps by Impact and Effort for strategic resource allocation

		QUICK WINS	STRATEGIC INVESTMENTS
HIGH IMPACT	High Impact, Low Effort	PRIORITY: IMMEDIATE	High Impact, High Effort
	• Implement right away • Build momentum • Demonstrate progress • Generate early wins	• Essential for success • Require significant resources • Plan and execute systematically • Long-term capability building	
LOW IMPACT	Examples: • Communication improvements • Basic training programs • Quick process fixes • Documentation updates	Examples: • Infrastructure upgrades • Major system implementations • Organization restructuring • Culture transformation	
	FILL-INS	DEPRIORITIZE	
Low Impact, Low Effort		Low Impact, High Effort	
PRIORITY: WHEN CAPACITY AVAILABLE		PRIORITY: AVOID OR DEFER	
• Nice-to-have improvements • Low priority • Address opportunistically • Don't let these distract		• Poor return on investment • Consider deferring indefinitely • Question if truly necessary • Reallocate resources	



How to Use This Matrix:

1. List all identified gaps in the 'Gap Inventory' tab
2. Rate each gap for IMPACT (1-5): How much does this gap affect AI success?
3. Rate each gap for EFFORT (1-5): How difficult/resource-intensive is it to address?
4. Each gap automatically assigned to a quadrant based on ratings
5. Focus resources on Quick Wins first, then Strategic Investments
6. Address Fill-Ins when capacity available; defer Deprioritize items
7. Use 'Prioritized Actions' tab to plan implementation sequence

Rating Scales:

IMPACT: 1=Minimal, 2=Small, 3=Moderate, 4=Significant, 5=Critical

EFFORT: 1=Very easy, 2=Easy, 3=Moderate difficulty, 4=Difficult, 5=Very difficult

Quadrant Assignment: High = 3.5-5.0, Low = 1.0-3.4

Gap Inventory

List and rate all identified readiness gaps for prioritization

Gap ID	Dimension	Gap Description	Impact (1-5)	Effort (1-5)	Quadrant	Rationale / Notes
GAP-001	Leadership & Strategy	No formal AI strategy or vision documented	5	2	Strategic Investments	Critical for direction, relatively easy to create with exec input
GAP-002	Data Readiness	Poor data quality in customer database	5	4	Strategic Investments	Essential for AI accuracy but requires significant cleanup effort
GAP-003	Skills & Capabilities	Limited AI expertise in organization	4	4	Strategic Investments	Need to hire data scientists and train existing staff
GAP-004	Organizational Culture	Stakeholder awareness of AI potential low	4	2	Strategic Investments	Can be improved through communication campaign
GAP-005	Technical Infrastructure	Legacy systems with limited integration	4	5	Strategic Investments	Major modernization project required - 2+ years
GAP-006	Process Maturity	Process documentation incomplete	3	2	Strategic Investments	Moderate impact, can be addressed by BAs over time
GAP-007	Change Readiness	No change management capability	4	3	Strategic Investments	Can engage external consultant for near-term support

Instructions:

- Gap ID: Unique identifier for tracking (GAP-001, GAP-002, etc.)
- Dimension: Which readiness dimension does this gap relate to?
- Gap Description: Clear description of what is missing or inadequate
- Impact (1-5): Rate how much this gap affects AI success (1=minimal, 5=critical)
- Effort (1-5): Rate difficulty to address (1=very easy, 5=very difficult)
- Quadrant: Automatically calculated based on Impact and Effort ratings
- Rationale: Why did you rate it this way? What makes it high/low impact or effort?

Prioritized Action Plan

Sequence remediation actions based on prioritization quadrants

PRIORITY 1: QUICK WINS (Do First)						
Gap ID	Quadrant	Gap Description	Remediation Action	Owner	Target Date	Status
GAP-001	Quick Wins	[Transfer from Gap Inventory]	[Define specific action to address gap]	[Name]	[Date]	Not Started

PRIORITY 2: STRATEGIC INVESTMENTS (Plan & Execute)						
Gap ID	Quadrant	Gap Description	Remediation Action	Owner	Target Date	Status

PRIORITY 3: FILL-INS (When Capacity Available)

Gap ID	Quadrant	Gap Description	Remediation Action	Owner	Target Date	Status

PRIORITY 4: DEPRIORITYIZE (Defer or Avoid)

Gap ID	Quadrant	Gap Description	Remediation Action	Owner	Target Date	Status

Instructions:

- 1. Transfer gaps from Gap Inventory tab to appropriate priority section
- 2. Start with Priority 1 (Quick Wins) - implement these immediately
- 3. Then address Priority 2 (Strategic Investments) - plan carefully and execute systematically
- 4. Handle Priority 3 (Fill-Ins) when resources available - don't let these distract from priorities
- 5. Consider deferring or eliminating Priority 4 (Deprioritize) items
- 6. Define specific remediation action for each gap
- 7. Assign clear owner and realistic target date
- 8. Track status: Not Started, In Progress, Complete, Blocked

Gap Prioritization Guide

Guidance for effectively prioritizing readiness gaps

PRIORITIZATION FRAMEWORK

Impact Assessment	Consider: (1) How critical is this gap for AI success? (2) How many stakeholders affected? (3) Does gap block other progress? (4) What happens if gap not addressed? (5) Can we work around this gap? Use 1-5 scale where 5=critical blocker, 1=minimal effect.
Effort Assessment	Consider: (1) Time required to address (days/weeks/months/years)? (2) Resources needed (people, budget, tools)? (3) Complexity and dependencies? (4) Organizational change required? (5) Technical difficulty? Use 1-5 scale where 5=very difficult/resource-intensive, 1=quick and easy.
Quick Wins (High Impact, Low Effort)	CHARACTERISTICS: High business value, low implementation complexity, fast results. ACTION: Implement immediately. These build momentum, demonstrate progress, and free up capacity. EXAMPLES: Communication campaigns, basic training, documentation, policy creation. TIMELINE: Complete within 1-3 months.
Strategic Investments (High Impact, High Effort)	CHARACTERISTICS: Essential for success but require significant resources and time. ACTION: Plan carefully with phased approach. Secure funding and resources. Establish governance. EXAMPLES: Infrastructure modernization, major system implementations, organization restructuring. TIMELINE: 6-24+ months with phases.
Fill-Ins (Low Impact, Low Effort)	CHARACTERISTICS: Nice-to-have improvements with limited business value. ACTION: Address opportunistically when capacity available. Don't let these distract from priorities. EXAMPLES: Cosmetic improvements, optional features, minor enhancements. TIMELINE: Fit in when resources available.
Deprioritize (Low Impact, High Effort)	CHARACTERISTICS: Poor ROI - significant effort for minimal benefit. ACTION: Question if truly necessary. Consider deferring indefinitely. Reallocate resources to higher priorities. EXAMPLES: Gold-plating, over-engineering, non-essential complex features. TIMELINE: Don't commit resources.

BEST PRACTICES

Be Honest About Impact	Don't inflate impact to justify favorite projects. Rate based on actual business value and AI success criticality.
Be Realistic About Effort	Include all effort - not just implementation but planning, change management, training, and sustainment.
Get Multiple Perspectives	Involve different stakeholders in rating. Technical leads, business owners, and end users see different aspects.
Consider Dependencies	Some gaps must be addressed before others. Account for sequencing in your plan.
Review Regularly	Priorities change. Review quarterly and adjust based on new information or changing circumstances.
Don't Overcommit	Better to complete Quick Wins and 1-2 Strategic Investments than start many and finish none.
Communicate Decisions	Explain prioritization rationale to stakeholders, especially for deferred items. Transparency builds trust.
Track Progress	Monitor completion and impact. Did Quick Wins deliver expected value? Adjust approach as needed.

COMMON MISTAKES TO AVOID

Rating Everything High Impact	If everything is high priority, nothing is. Be disciplined about what truly matters.
Underestimating Effort	Many gaps require more work than initially apparent. Build in buffer for unknowns.
Skipping Quick Wins	Temptation to jump to big strategic projects. Quick wins build momentum and capability.
Trying to Fix Everything	Focus beats breadth. Better to fully address 5 gaps than partially address 20.
No Clear Ownership	Gaps without owners don't get addressed. Assign responsibility for each remediation action.