

PACE DECISION MATRIX



A PACE matrix helps the team realistically prioritize the ideas and solutions they have generated.

Once your team has brainstormed improvement ideas, create the PACE decision matrix.

1. Number all the ideas and determine, as a team, what the definition for 'high' and 'low' implementation effort will be.
2. On a flip chart, draw the PACE matrix. (Figure 1)
3. For each improvement idea, as a team, decide the level of effort required and how much it would benefit the organization/customer based on the previously decided criteria. Plot each idea on the chart. (Figure 2)
4. Draw the PACE lines. Evenly space the lines along the top of the chart and draw a freehand arc and add PACE letters on top. (Figure 3)
5. Using the criteria below, move forward with sorting the ideas as per the matrix.

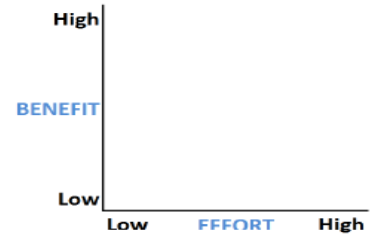


Figure 1

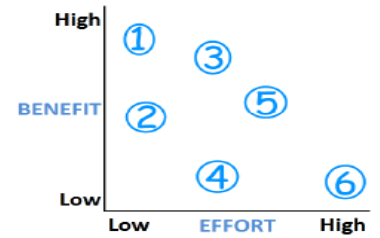


Figure 2

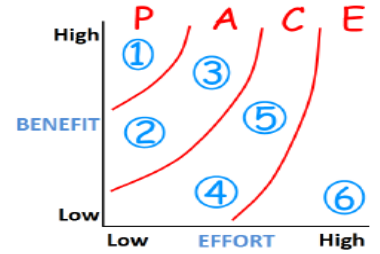


Figure 3

Now sort the ideas based on the following:

P	Priority	<ul style="list-style-type: none"> • Have the highest anticipated benefit and are the easiest to implement • Should be implemented first- often called a "just do"
A	Action	<ul style="list-style-type: none"> • Have slightly lower benefit but are still relatively easy to implement • Should occur as a follow-up after the 'P' items have been implemented
C	Consider	<ul style="list-style-type: none"> • After the 'P' and 'A' ideas have been implemented, review the ideas that are in the 'C' area • Decide as to whether the difficulty encountered with implementation is worth the benefit
E	Eliminate	<ul style="list-style-type: none"> • Should be eliminated because their low benefit is not worth the high cost in effort