**Problem Matrix:**

**Define the problem as separate fields related to the topic**

**Urgency:**

Typically a timeframe, **6 months**

**Visibility:**

Either a word description **urgent, high, medium, low,**

**Or** a scale 1-10 or preferable

**Annual benefits:**

A**n estimated $ value projection**

**Priority:**

A word related to the importance of the event **urgent, high, medium ,low**

Or a number 1-10, a ranking of where this one is compared to other problems

**Proposed solution:**

A word/ short phrase description, **new development, modify existing, replace part of system**, …