

Origin Impact vs Effort Matrix

Work live on a physical or virtual whiteboard. Record on this sheet only if needed. Capture final highlights on the A3.

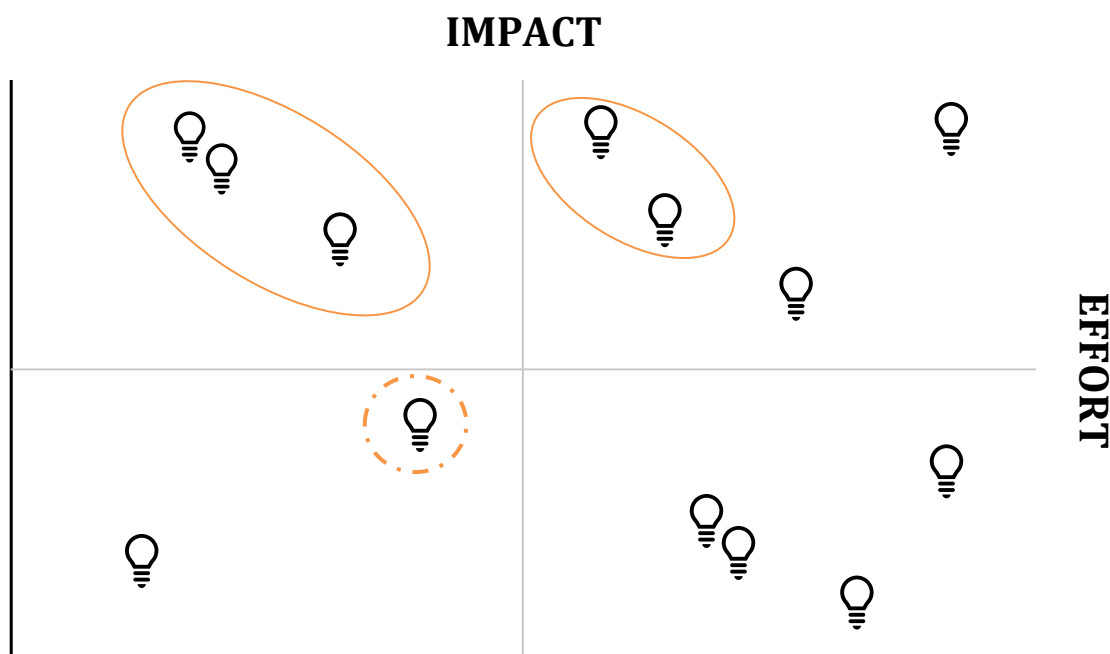
What This Tool Is

The Impact vs Effort Matrix is a fast, visual way to prioritize countermeasures that come out of Practical Problem Solving. After we define the problem, clarify Point of Cause, and identify root causes, we generate multiple countermeasures. This matrix helps us decide what to do first based on the expected benefit (impact on the problem and the KPI) and the energy/resources required (effort). This isn't always necessary, but extremely helpful when there are a lot of ideas. Use it to focus the team on high-leverage actions and to stage the rest into a realistic plan.

How To Use It

1. List actions that directly address verified root cause(s) (not symptoms).
2. Draw a large x-axis and y-axis with Impact on top and Effort on the right side.
3. Place each action or idea within the x and y-axis. Relative to each other with the higher impacts going above the x-axis and the higher efforts going to the right of the y-axis.
4. Once everything has been placed within the chart, begin selecting the fixes.
5. Prioritize by quadrant (see guidance below).
6. Move selected items into the Detailed Action Plan with a single owner and due date.

Matrix (print or draw on a whiteboard)



Quadrants & Prioritization

Quick Wins (High Impact, Low Effort) — Do First the items in the Upper Left Quadrant

- Implement immediately; remove barriers fast.
- Low coordination risk; confirm expected effect with a simple check measure.

Major Projects (High Impact, High Effort) — Plan Next and select only the projects needed to be successful

- Break into phases; assign a project owner; secure resources and leadership support.
- Add milestones and risk checks; track with weekly cadence.

Fill-ins (Low Impact, Low Effort) — Do IF Time Allows

- Bundle with other work or delegate; avoid distracting from the critical few.
- Set a 'good enough' definition to prevent over-processing.

Thankless Tasks (Low Impact, High Effort) — Avoid/Stop

- Only proceed if a dependency forces it; otherwise remove from the plan.
- These are typically eliminated from any current planning.

Bringing It All Together

In the chart above with the “ideas” you would likely select everything in the Quick Wins quadrant and then decide if that is enough impact to achieve your target. If more impact is needed, you would then select items, as needed, in the Major Projects quadrant. The Fill-ins can be added as time allows from the bottom left quadrant. So, while completing your tasks from the Quick Wins and any Projects, you could complete some Fill-ins if you have time. Thankless Tasks are not completed.