



# **Project selection**

## **ENSURING THE STRATEGIC ALIGNMENT OF PROJECTS**

### **What does mean projects selection?**

It is a process of selecting, evaluating, and prioritizing projects.

The projects selected should be included in the projects' portfolio for an improved centralization of resources.

With this process, resources dispersion and investments in the non-relevant project must be avoided because it is not aligned with the organization strategy.

### **When to use ?**

#### **PRE-INITIATION PHASE**

This tool is used:

- By portfolio director anytime
- During a meeting of the project selection committee
- During a follow-up meeting of project's roadmap

This tool helps to select and evaluate the projects in order to retain only the relevant ones.

## How to use it?

- To select the projects, the organization should first define its selection criteria
- In this model, we introduced 15 criteria (which might be adjusted in your organization) in the sheet "Criteria for selection".
- Every criterion has a score that ranges from -2 to 2
- The importance of every criterion is not the same, we are going then to define for every criterion, a weight. This is what is known as the weighting coefficient (from 0 to 3 or more)
- Therefore, in the Evaluation sheet, for each project, we determine the score of each criterion (from -2 to 2) that will be multiplied by the weighting coefficient of the criteria.
- Then we simply sum all the scores to get a green score (if the total >0) or orange-yellow (if the total <0)
- We can thus select and prioritize the projects (and the resources) according to their scores and their adequacy with the strategy of the company, excluding the projects having non-convenient evaluation results
- The Excel file is provided with a detailed user guide that will help you to:
  - Use the file properly
  - Customize the file by modifying its parameters

## Document structure

- Selection criteria can be adjusted to your organization
- Evaluation based on the projects' criteria