

### Project prioritisation process and criteria for scoring

Please complete the 'PROJECTS' tab as explained below.

**COLUMN A:** Add a the name/description of the project

**COLUMN B:** Is the project a statutory requirement or necessary for compliance (including health and safety)?  
Select 'yes' or 'no' from the drop down box in column B.  
If 'yes', there is no need to complete the remaining columns - notes can be added in column W.  
If 'no', proceed to score the project against the criteria in columns C-T

**COLUMNS C-T:** Each column represents a criteria against which the project should be scored.  
The scoring options are shown in row 3, and there is a drop down box in each row to choose from.  
Scores have been weighted according to the relative importance of the criteria. Those in columns C-K (in red font) have been allocated greater weight than those in columns L-T.

**COLUMN U:** This will automatically sum the total score of each project. Once each project has been scored, the list can be ordered using this column to show the highest scored projects first.

**COLUMN V:** The estimated cost will then be added and the prioritised list assessed and selected for delivery in terms of available budget.

**COLUMN W:** Notes can be added in this column for further consideration.

Column	Criteria description	Scoring options
	<b>Essential</b>	
<b>C</b>	<b>Is the project essential for operations (as opposed to desirable)?</b>	yes=4 / no=0
<b>D</b>	<b>Will the project support one or more of the Corporate Plan Outcomes?</b>	yes=4 / no=0
<b>E-H</b>	<b>Will the project support delivery of one or more of the Natural Environment Strategies:</b>	(max=8)
	<b>Nature Conservation and Resilience Strategy</b>	yes=2 / no=0
	<b>Community and Engagement Strategy</b>	yes=2 / no=0
	<b>Access and Recreation Strategy</b>	yes=2 / no=0
	<b>Culture, Heritage and Learning Strategy</b>	yes=2 / no=0
<b>I</b>	<b>Will the project support the individual charity's objects?</b>	yes=4 / no=0
<b>J</b>	<b>Will the project generate income (over and above the cost of delivery)?</b>	yes=4 / no=0
<b>K</b>	<b>Has funding been secured</b>	Above 75%=4 / 51-75%=3 / 26-50%=2 / Up to 25%=1 / No=0
<b>L-N</b>	<b>Will the project's deliverables be sustainable in the longer-term?</b>	(max=3)
	<b>Financially sustainable</b>	yes=1 / no=0
	<b>Operationally sustainable</b>	yes=1 / no=0
	<b>Environmentally sustainable</b>	yes=1 / no=0
<b>O</b>	<b>Will the project deliver service improvement?</b>	yes=2 / partial=1 / no=0
<b>P</b>	<b>Will the project address a risk on the charity's risk register?</b>	Red risk=4 / Amber risk=2 / Green or No=0
<b>Q</b>	<b>What is the level of risk associated with the project?</b> <i>Consider failure to deliver the project's outcomes, reputational risk etc</i>	low=2 / medium=1 / high=0
<b>R</b>	<b>Will delivery of the project result in positive publicity and/or reputational benefit?</b>	yes=2 / possibly=1 / no=0
<b>S</b>	<b>Can the project be delivered within existing 'business as usual' capacity?</b>	yes=2 / no=0
<b>T</b>	<b>Is the project to be delivered in partnership with another organisation/group?</b>	yes=2 / no=0
		<b>MAXIMUM SCORE = 45</b>

