

# Florida Mathematics Re-Design Workgroups

## Milestone 5: Prioritizing Solutions Supplemental Information



Prioritizing solutions is a critical step in the process of defining the workgroup and huddle recommendations. To affect real change, the recommendations must be bold and visionary as well as practical and achievable. The recommendations must also focus the efforts of stakeholders across the state on high-impact strategies. Be mindful that recommendations do not become a “laundry list” of every possible solution—such a list would dilute the potential impact of collective and focused action. The process of prioritizing solutions should allow for equal input from all huddle members and guard against dominance by a few members with strong opinions.

Consider the following checklist as you prioritize your solutions.

### Checklist

#### 1. The process of prioritization:

- What criteria will we use to inform our list of prioritized solutions?*

Huddles develop criteria that are important for the listed solutions. Examples of typical criteria include:

  - a. Frequency: How frequent is the problem? Does it occur often or only on rare occasions?
  - b. Importance: What are the most important problems?
  - c. Cost: What is the cost?
  - d. Time: How much time will it take to implement/affect change?
  - e. Ease of Implementation: What is the process of implementation?
  - f. Feasibility: How realistic is it that we can resolve the problem? Will it be easy or difficult?
  - g. Overlap: Is there potential to group similar solutions into one solution?
  - h. Other criteria determined by the huddle.
  
- What process will we use for prioritization?*

Prior to beginning, huddles agree on the process they will use to identify the priorities. Staff liaisons are available to assist with any desired technology that might facilitate the prioritization process, including webinars, SurveyMonkey and Poll Everywhere. In determining the process, every huddle member is able to give input on which solutions should be prioritized in some systemized way other than large-group discussion. Suggestions of potential processes include:

  - **Voting:** Each huddle member gets a number of votes to use for solutions addressing each challenge. For example, if there are four identified challenges, each member can vote for three solutions within each of the four categories.
  - **Simple rating system:** Each huddle member rates the proposed solutions within each category. A further option is to have the huddle members then

identify the top three or four solutions across all categories. This process is most easily done with a survey listing the solutions and with a place for rating; rating can be done remotely.

- **Weighted rating system:** Each huddle member has a certain number of points to divide among the solutions within a category. This rating approach provides a way to show a strong preference among solutions. For example, each member assigns the solutions a percentage so the total for a category is 100%. Members have the option to assign 0% to a solution. Same as simple rating system.

## 2. After the prioritization:

- Do the solutions identified as priorities address the problems?*  
Work with your huddle members and Workgroup Chair to ensure the prioritized solutions will address the identified problems and challenges.
- Did you assign a huddle member to complete the Prioritizing Solutions Template?*  
Work with your huddle members and Workgroup Chair to ensure the Prioritizing Solutions Template is completed.