AI Opportunity Prioritization Scorecard

Compare opportunities using explicit evidence and a discussion rubric.

For: Sponsors, portfolio owners, and cross-functional teams | Use when: When several ideas compete for limited capacity | Suggested time: 30 minutes

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Use synthetic or authorized information. Keep sensitive work in approved tools. A named person owns each decision. These tools support discussion and planning; they are not validated assessments.

1. Check prerequisites before scoring

Hold an opportunity if its owner, permitted information, or decision boundary is unresolved. A high score cannot override a missing prerequisite.

Owner

Who can carry the work through delivery and operation?

Permitted sources

Can the team use the required information in an approved environment?

Decision boundary

What can the system do, and what needs human approval?

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2. Compare evidence

Rate each dimension from 1 to 3. Record unknowns as unknown; investigate them before ranking. Use equal weights as a discussion default, or declare your weights before scoring.

Value

1: unclear outcome; 2: plausible benefit with a named user; 3: recurring problem supported by a baseline.

Feasibility

1: dependencies unresolved; 2: scoped path but untested; 3: bounded path demonstrated with representative cases.

Source readiness

1: unreliable or unavailable; 2: usable with cleanup; 3: current, permissioned, and owned.

Capacity

1: no support owner or available time; 2: time agreed but limited; 3: delivery and support capacity confirmed.

Control readiness

1: unresolved high-consequence action; 2: draft-only path with controls to test; 3: boundaries and escalation demonstrated.

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3. Make a decision

Do not turn the total into an automatic approval. Compare weak dimensions, prerequisites, alternatives, and uncertainty. Record the evidence that would change your choice.

Decision

Pilot, investigate, defer, or stop? Why?

Next evidence

What is the cheapest useful uncertainty to resolve?

Owner and review

Who acts next and when?

Completed companion example

All organizations, workflows, numbers, and results in these examples are fictional and provided for learning. Targets are proposed decision criteria, not validated standards or promised outcomes.

Owner

Service-desk lead owns the policy-answer pilot.

Permitted sources

Synthetic cases first; real data requires a separate organizational decision.

Decision boundary

Draft only; a specialist approves replies and handles individual decisions.

Value

Policy answers: 3 if the two-week baseline confirms recurring search and rework.

Feasibility

Policy answers: 2 until retrieval and citation behavior are tested.

Source readiness

Policy answers: 2 until duplicate versions are removed.

Capacity

Policy answers: 2 with protected specialist review time.

Control readiness

Policy answers: 2 before escalation tests.

Decision

Investigate policy-source readiness, then run a bounded pilot.

Next evidence

Test retrieval on ten difficult synthetic questions.

Owner and review

Service-desk lead reviews in two weeks.

Original guide: https://builtinto.work/resources/opportunity-prioritization