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| **Part** | **Category** | | | **Idea 1** | | | **Idea 2** | | **Idea 3** |
| A. | Process information | Strategic Business Unit: Process Name:  Director: Second-Line Director: | | | | | | | |
| B. | Organizational Importance | Is the idea linked with the business objectives of the organization? Is the idea linked with the process-specific pain? Is the idea linked with internal performance measures or a SLA? | | Yes/No  Yes/No  Yes/No | | Yes/No  Yes/No  Yes/No | | | Yes/No  Yes/No  Yes/No |
| B. | Feasibility of Execution | Is the solution to the problem already known? Is data available for understanding the current magnitude of the problem? Is a system available for capturing data? | | Yes/No  Yes/No  Yes/No | | Yes/No  Yes/No  Yes/No | | | Yes/No  Yes/No  Yes/No |
| B. | Organizational Buy-in | Are the project leaders interested in pursuing the idea?  Are suitable resources available? | | Yes/No Yes/No | | Yes/No  Yes/No | | | Yes/No  Yes/No |
| B. | Organizational Benefit | What is the expected annual benefit from the project? | | $ | | $ | | | $ |
| Project Complexity | | | Low/High | | Low/High | | | Low/High | |
| Project Viability | | | Low/High | | Low/High | | | Low/High | |
| Idea Selection Decision | | | Reject/ Select | | Reject/ Select | | | Reject/ Select | |