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### Best Practice Use of Clarity for Intake and Prioritization

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Your Guides: Alyson Poston and Mike Pokorny

- Intake Common Ways, Better Ways, Creative Ways, and Integrated Ways of capturing what needs to be done
- Prioritization Scoring? Voting? Blind Judging? Whoever yells the loudest? Creative ways to prioritize
- Putting it Together How to get "10 pounds of flour into a 5-pound bag" Best practices and discussion of how to plan and work in constraints

Part I: Intake



Intake -



## TIME FOR SOME POLLS OF THE AUDIENCE:







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### • Poll questions show everyone's journey is different

- Common Practices when using Clarity:
  - Annual and Quarterly Intake (not constantly open)
  - Different forms/intake templates for different divisions and use cases (i.e. small requests fill out a different form that annual projects)
- Additional Options:

Intake -

- Integrate from ticketing/service management tool (sounds a lot like ITIL)
  - Do you send back round-trip info to the ticket creator?
- Anyone leave Clarity ideas open year-round accepting requests at any time?





# **Some Best Practices Re-Created!**

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### Prioritization:

- Common Practices:
  - Scoring Multiple or single score?
  - Ranking Who determines them?
- Voting:
  - Gaming techniques
  - Anonymous Voting
  - Ranked Voting
- Other?



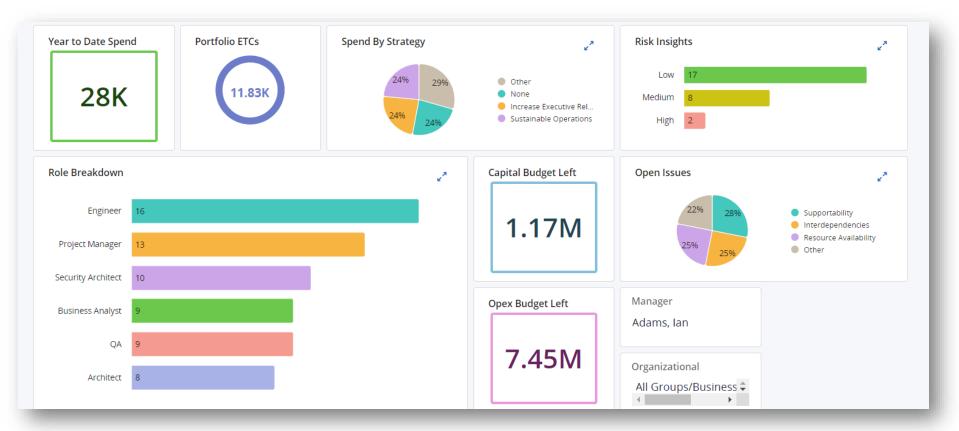


- Business Value Soft and hard benefits/ROI
- Urgency Is it mandatory for compliance or other factors?
- Strategic Alignment How does it align to goals, objectives, OKRs?
- Impact On the teams, the customers, the organization
- Bandwidth Do we have the people? Do we have the money?
- ROI?
- Effort?
- Others?

(Discuss)

### LIVE PRODUCT DEMO -

# **Some Best Practices Re-Created!**



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## Questions?





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