

Ease Benefit Matrix

What Is It?

A tool to help prioritise solutions based on comparing two factors typically



1. How easy is this implement?
2. How big a benefit or impact on the root cause will we get?

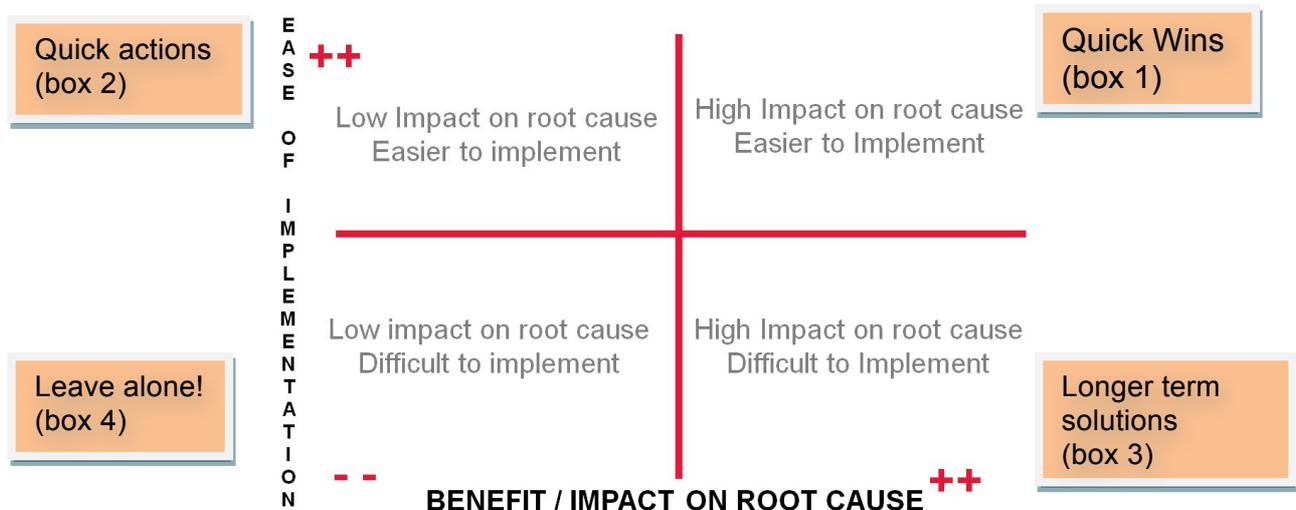
This is similar to a cost/benefit analysis matrix. This method will help a team to decide which problems to work on or which solutions to try out. Ease can be defined as time, resources, technical difficulty.

Benefits of Ease Benefit Matrix

- Ensures that resources are directed to those solutions which have the greatest impact but are easiest to implement
- Provides an opportunity for team consensus on the way forward

How to use an Ease Benefit Matrix

- Start with a clear definition of the root cause gained from a 5 whys analysis or cause and effect diagram
- Everyone is given postits (similar to Affinity Diagram) to brainstorm possible solutions. The team should be encouraged to think of any possible solutions and not to be constrained at this point by issues of time, resources and technical difficulty. Ideas should be captured on the postits and placed randomly on a blank piece of paper
- Through discussion the postits should then be allocated to one of the four boxes (see template below) remembering the axis are continuous as this provides an opportunity to rank within each box
- Use the matrix as a guide for which problems to tackle first or solutions to implement.



- Focus on the ideas in the number 1 box (top right which are easiest to implement and give the most benefit) also called "Quick Wins". These should be the easiest to do,

yield the biggest benefit and give confidence to the team, when they are successfully implemented.

- Then focus on those in box 2 (longer term actions) and create action plans or business cases for investment
- The ideas in box 3 are sometimes useful to address early as these can be issues identified by the team as important to them and can also start some early momentum for change but be careful not to attribute too many resources to these at this stage
- Leave alone those ideas in box 4 until other ideas have been addressed or technological change or other advancement makes addressing them worthwhile

Ease Benefit Matrix Template

- Use this matrix to help prioritise your solutions
- Do not insert extra rows as this impact on the formatting of the grid
- As a main priority you should concentrate on implementing the solutions in the top right hand corner of the grid.

