

H.O.P.E. WORKPLACE PRIORITY TOOL

CHMRA SUMMIT
September 2026

Purpose: Use this tool to compare multiple workplace challenges, identify what requires immediate attention, and determine the next appropriate action.

1. **List the challenges:** Briefly describe up to five challenges requiring *your* attention.

A	
B	
C	
D	
E	

2. **Check for critical concerns:** Determine if any of the challenges involving the following *high-priority* items. Any challenge with a critical concern should be **immediately escalated according to organizational policies and procedures**, regardless of its final score.

Place a checkmark beside any challenge involving the following.

Your Challenges →	A	B	C	D	E
An immediate threat to health or safety					
Violence, harassment, discrimination, or abuse					
A serious payroll or benefits interruption					
A potential legal, regulatory, contractual, or policy violation					
A breach of confidential information					
Significant disruption to essential operations					
A risk that evidence or important records could be lost					

3. **Rate Each Factor:** Score each challenge from 1 to 3 using the criteria below:

- 1 = Low concern: Limited impact or risk.
- 2 = Moderate concern: Noticeable impact or potential risk.
- 3 = High concern: Significant impact or risk requiring prompt attention.

Once you have identified the concern level, add the scores in each column to establish a clear list of priorities.

Your Challenges →	A	B	C	D	E
People Impacted					
Policy or Legal Issue					
Time Sensitivity					
Operational Impact					
Escalation Risk					
Loss in Revenue					
Totals:					

4. **Determine the response:** Use the guide below to determine each challenge's level of concern. In the next section, you will rank the challenges from highest to lowest and create an action plan for each priority.

Score	Priority Level	Response
15-18	Act Now	Take immediate steps to stabilize the situation and involve the appropriate decision-makers
11-14	Address Today	Identify the most important next steps, and confirm who needs to be involved.
7-10	Schedule & Assign	Assign clear ownership, and establish when it will be addressed.
6 or less	Monitor	Document the situation and establish a date to reassess it.

5. **Build the Action Plan:** Rank your challenges from highest to lowest priority. Using the tables below, outline the relevant information only for challenges rated *Act Now* or *Address Today*, including the next step, owner, deadline, and support needed. This will help turn your highest-priority concerns into clear, actionable progress.

Challenge:

First Step:

Owner:

Deadline:

Support/Resources Needed:

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Challenge:

First Step:

Owner:

Deadline:

Support/Resources Needed:

Challenge:

First Step:

Owner:

Deadline:

Support/Resources Needed:

Challenge:

First Step:

Owner:

Deadline:

Support/Resources Needed:
