

## STEPS FOR CONDUCTING A LIKELIHOOD IMPACT ANALYSIS

**Goal:** To help teams determine which issue will have the greatest likelihood of occurrence and have the highest impact for improving the student's quality of life.

**Roles:** 1 facilitator  
team members

**Materials:** forms  
overhead projector  
transparency

### Process:

1. The facilitator reviews the steps of the process with team members.
2. Each team receives a *Likelihood Impact Analysis Worksheet*.
3. The facilitator instructs team members to list the issues in the same order on their worksheets.
4. Each team member rates each issue using a scale from 1 (lowest) to 4 (highest) both for the greatest likelihood of occurrence and the highest impact. Team members are instructed to individually complete the worksheet by themselves without consulting other team members.
5. Once all of the team members have completed the *Likelihood Impact Analysis Worksheet*, the facilitator collects the worksheets.
6. The facilitator records ratings for each team member by each issue on the *Likelihood Impact Analysis Summary Form*.
7. The facilitator sums the scores for each issue in both likelihood and impact columns.
8. The facilitator calculates the mean for each issue, again for both the likelihood and impact columns.
9. Once the mean scores are calculated, the facilitator uses the *Likelihood Impact Analysis Form* to record the results.
10. The facilitator begins with the first issue listed on the summary form.
11. The facilitator locates the score for likelihood on the left hand side of the graph (e.g., ordinate or y axis).
12. The facilitator locates the score for impact on the bottom of the graph (e.g., abscissa or x axis).
13. The facilitator moves across the graph for the likelihood score and up the graph for the impact school until both scores intersect.
14. The facilitator records the issue number with a circle at the intersection point.
15. The facilitator repeats steps 11-14 until each issue is recorded.
16. The facilitator presents the results using the overhead projector to the team.
17. Team members review the results to help determine which items received the highest priority.

**Likelihood Impact Analysis Worksheet**

**Instructions:** Write the list of issues by each number on the worksheet. Make sure that all team members write the issues in the same order. Using a scale from 1 being the lowest to 4 being the highest, rate each issue by circling a number that best represents the likelihood that it would occur and amount of impact that it would have if it did occur.

	Likelihood				Impact			
1.	4	3	2	1	4	3	2	1
2.	4	3	2	1	4	3	2	1
3.	4	3	2	1	4	3	2	1
4.	4	3	2	1	4	3	2	1
5.	4	3	2	1	4	3	2	1
6.	4	3	2	1	4	3	2	1
7.	4	3	2	1	4	3	2	1
8.	4	3	2	1	4	3	2	1

### Likelihood Impact Analysis Summary Form

**Instructions:** Record the number given for each item by each team member. There needs to be a number recorded in the likelihood column, and a number in the impact column for each team member. Once all the numbers are recorded, sum the numbers for each item under each column. Divide the sums by the total number of responses for each item under each column. This will provide two mean scores; one for likelihood and one for impact.

Goal	Likelihood	Impact
<b>1</b>	Sum:      Mean:	Sum:      Mean:
<b>2</b>	Sum:      Mean:	Sum:      Mean:
<b>3</b>	Sum:      Mean:	Sum:      Mean:
<b>4</b>	Sum:      Mean:	Sum:      Mean:
<b>5</b>	Sum:      Mean:	Sum:      Mean:
<b>6</b>	Sum:      Mean:	Sum:      Mean:
<b>7</b>	Sum:      Mean:	Sum:      Mean:
<b>8</b>	Sum:      Mean:	Sum:      Mean:

### Likelihood Impact Analysis Form

<b>Likelihood</b>	<b>4</b>				
	<b>3</b>				
	<b>2</b>				
	<b>1</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<b>Impact</b>			