NORTHERN ILLINOIS UNIVERSITY
Faculty Development and
Instructional Design Center

Instructions for using the PACE Prioritization Matrix for your online course

Purpose: A PACE matrix helps you prioritize the tasks and preparations you will need to complete to be prepared to teach your online course.

1. Create a Task List. Determine some common tasks that need to be completed to fully prepare your online course. Some of these tasks may have been completed previously by another instructor or a course designer. Therefore you will only need to evaluate or review them. Number all the ideas, however the number does not indicate priority. There are some suggested tasks on page 2.

2. Determine what your definitions are for **Difficult** and **Easy** *Implementation Effort* and **High** and **Low** *Anticipated Benefit*.

3. Use the PACE Prioritization Matrix (page 2) and the Task List to add tasks to your matrix. Draw in the numbered circles into the Matrix where you think they should go on the Matrix according to *Effort* and *Benefit*.

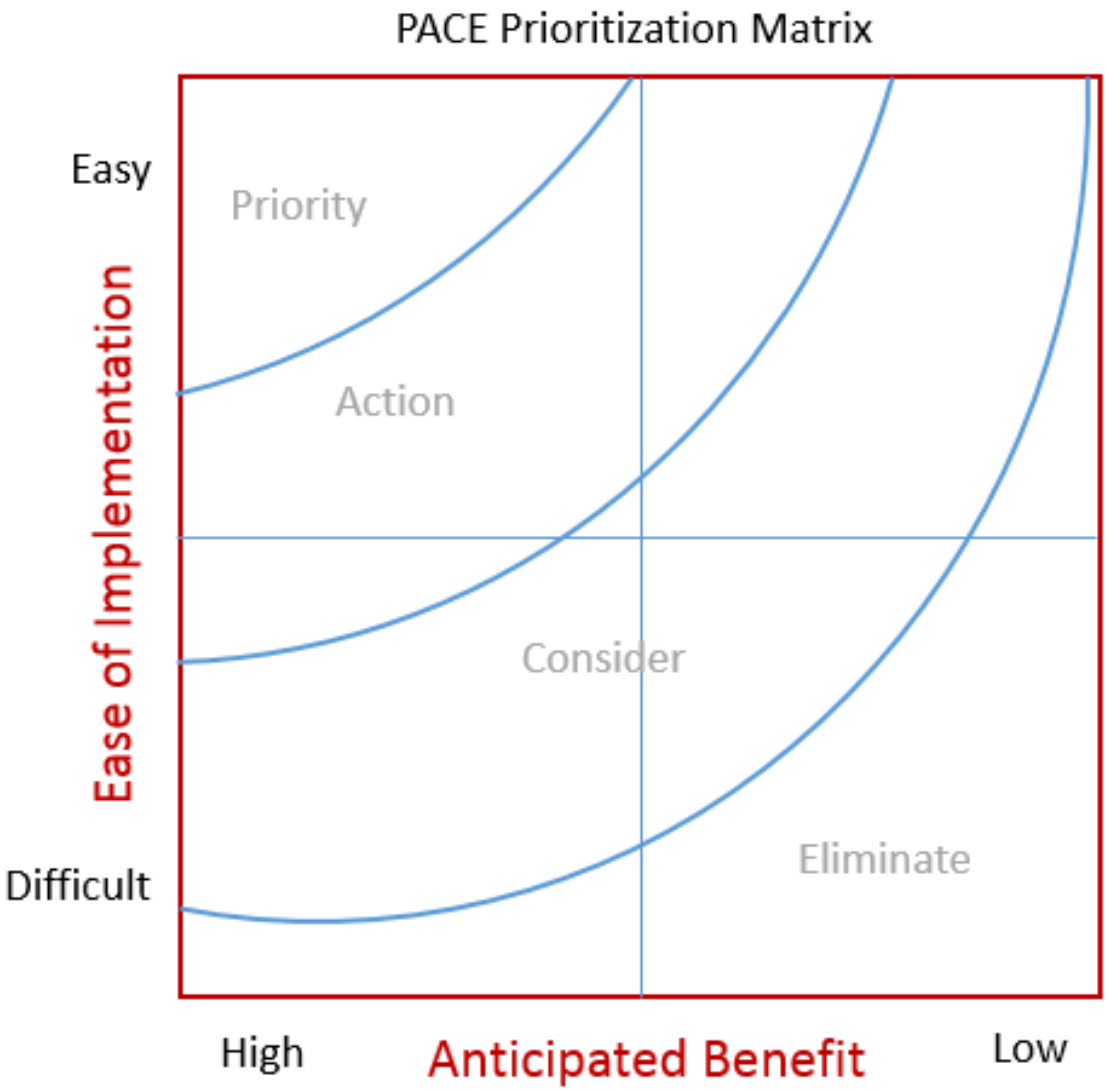
4. Use the Matrix to guide your preparedness.

> **Priority** – These tasks have the highest anticipated benefit and are the easiest to implement. These should be implemented first.
>
> **Action** – These tasks have slightly lower benefit but are still relatively easy to implement. These should occur as a follow-up after the P tasks have been implemented.
>
> **Consider** – After P and A tasks have been implemented review the tasks that were in the Consideration area. You can decide whether the difficulty encountered with implementation is worth the benefit.
>
> **Eliminate** – These tasks should be eliminated because their low benefit is not worth the high cost in effort.

This PACE Prioritization Matrix was adapted from The Karen Martin Group, Inc. The matrix is a LEAN engineering tool developed to increase efficiency. LEAN principles were originally created by Toyota.

Developed by the Northern Illinois University Faculty Development and Instructional Design Center

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	Content (Materials)		Structure		Instructional Strategies
1	Textbook content	11	Course Information items	21	Create Instructor Page
2	Curated content	12	Course Schedule	22	Welcome Communication
3	Create faculty content	13	Add student support to course	23	Communication Plan & Pol.
4	Evaluate alignment of content	14	Build Week 1 structure	24	Create Feedback & Policies
5	Alignment mapping	15	Add Technical Instructions	25	Introduction with video
6	Instructions (create or review)	16	Add instructional policies	26	Variety of assessments
7	Library or bookstore info	17	Course Tour	27	Build feedback bank
8	Supplemental Materials	18	Course icons or banners	28	Create instructional job aids
9	Add your own	19	Add your own	29	Add your own
10	Add your own	20	Add your own	30	Add your own
	Add your own		Add your own		Add your own
	Add your own		Add your own		Add your own

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