User Guide: Stage 2 Prioritising Need Statements
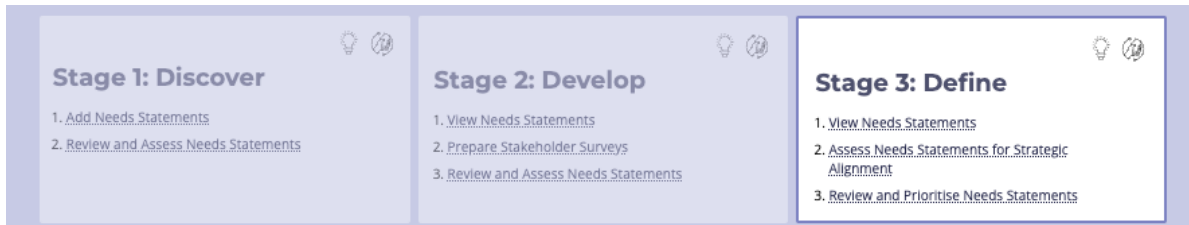
How to Prioritise a Need Statement

Stage 1: Discover	Stage 2: Develop	Stage 3: Define
1. Add Needs Statements	1. View Needs Statements	1. View Needs Statements
2. Review and Assess Needs Statements	2. Prepare Stakeholder Surveys	2. Assess Needs Statements for Strategic Alignment
	3. Review and Assess Needs Statements	3. Review and Prioritise Needs Statements

Introduction

Stage 3 of EBN Lab is the final step which is designed to identify the Prioritised Need Statements which represent the best commercial opportunity for the organisation to invest further resources in progressing towards a commercial solution.

In addition to the ongoing Development of ever stronger confidence and evidence in the Need Statements which reach Stage 3, the main task at Stage 3 is for assessments to be undertaken about the degree to which different need Statements strategically align to the organisation.

This Strategic Alignment score is calculated on the basis of individual assessments carried out by the organisation and recorded using the "Assessment" process described below.

This assessment is categorised into 3 questions each relating to:

- Viability

- Feasibility

- Desirability

The questions which are asked at this stage are customisable to an extent, with the questions themselves being set on a Project Wide Level when the Project is set up. Once selected, the Strategic Alignment Questions should be set for the duration of the Project.

Strategic Alignment Assessment

By clicking on the 'Assess Need Statements for Strategic Alignment' option in the Stage 3 Section of the Main Navigation Panel, the user will access the Strategic Alignment Assessment Page as shown below.
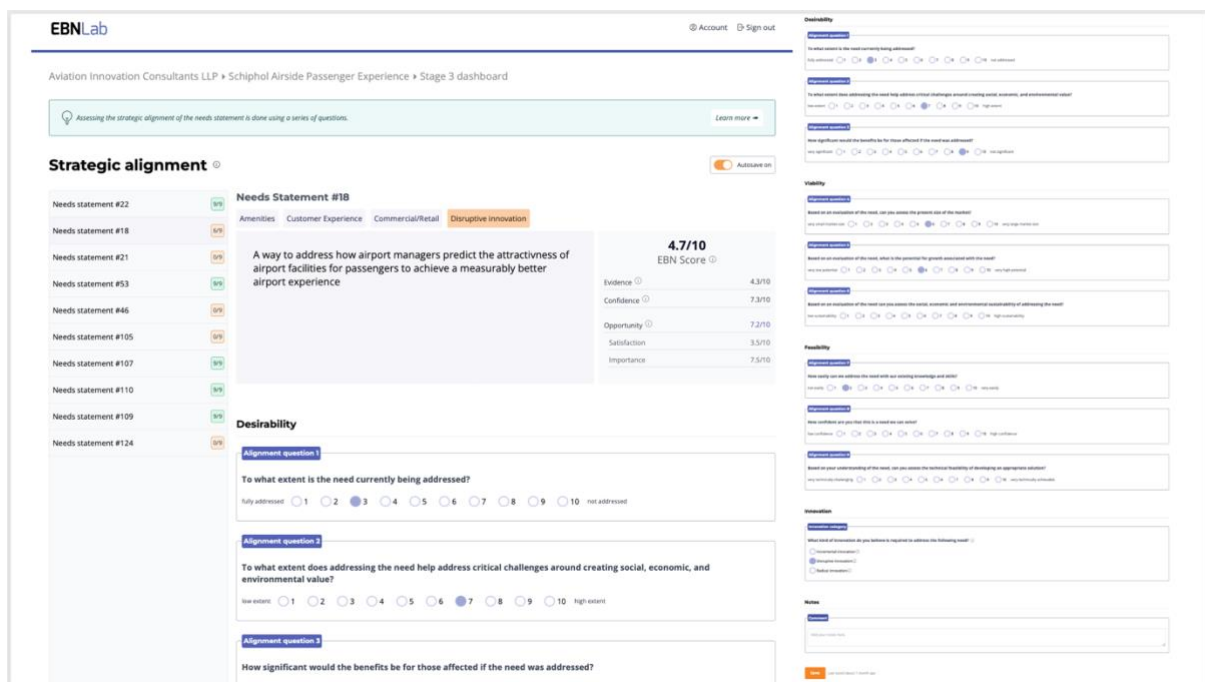
The image on the left shows:

- The Need Statement List

- Details of the Need Statement selected from the List

- The individual questions allowing the user to score those questions for the selected Need Statement.

The Image on the right below shows the full list of the questions, including an innovation categorisation question, and the opportunity to record any notes associated with the Strategic Alignment Assessment Process.

N.B.

If the AutoSave Option is set to OFF, the user will require to use the orange 'Save' button at the bottom of the assessment criteria list to save the assessment scores which have been entered on this page.

Review and Prioritise

By Clicking on the 'Review and prioritise Need Statements' option in Stage 3 of the Main Navigation Panel, the user will access the page shown on the left hand side of the image below. Like the Stage 1 and Stage 2 Review Processes, the user can see a numerical summary of the Need Statements at this stage, along with graphs illustrating their associated scoring, as well as a filterable and sortable list allowing the Need Statements to be ordered or their details to be viewed and edited.

At Stage 3 however the additional information available is any scores regarding the Viability, Feasibility and desirability of an need Statements which have ben assessed as described above.

The final Stage of the EBNLab process is to prioritise the Need Statements being selected for further investment. To access the Prioritising screen as shown on the right hand side of the image below, click on the orange '> Begin prioritising' button. This button is only accessible by users with 'Project Administrator' privileges, otherwise this button will appear slightly greyed out.

Prioritising Need Statements at Stage 3 is carried out using the same method as moving from Stage 1 to Stage 2 and to Stage 3, highlighting the pause and proceed icons, and finally clicking on the 'Prioritise Selected' orange button.