

RICE Scoresheet

Formats: Markdown (documentation) | Word (DOCX) | PDF | Excel (XLSX) | CSV (working scoresheet) **Updated:** 2026-03-22 **License:** CC BY 4.0 -- Kate Makrigiannis / k8mak.com

A scoring template for prioritizing features using the RICE framework: Reach, Impact, Confidence, Effort. Download the CSV, open it in Google Sheets or Excel, and score your backlog.

When to use this

You have 5-20 features, initiatives, or backlog items competing for attention and need a quantitative, defensible prioritization. RICE gives you a formula to compare unlike items on a common scale. Use it when gut feel isn't enough and stakeholders need to see the math.

Scoring guide

Reach

How many users will this affect in a given time period?

Score	Meaning
Count	Actual number of users/transactions affected per quarter (e.g., 500 users, 10,000 transactions)

Use real data when you have it. Estimate when you don't. Note the basis for your estimate in the Notes column.

Impact

How much will this move the needle for each user reached?

Score	Meaning
3	Massive -- fundamentally changes the experience
2	High -- significant improvement
1	Medium -- noticeable improvement
0.5	Low -- minor improvement

Score	Meaning
0.25	Minimal -- barely noticeable

Confidence

How sure are you about the Reach, Impact, and Effort estimates?

Score	Meaning
100%	High confidence -- supported by data, research, or past experience
80%	Medium confidence -- some data, reasonable estimate
50%	Low confidence -- gut feel, limited data

Effort

How many person-months will this take to ship?

Score	Meaning
Count	Person-months of work (e.g., 0.5 = 2 weeks for one person, 3 = one person for a quarter)

Include design, engineering, QA, and any cross-team coordination time.

RICE Score formula

$$\text{RICE Score} = (\text{Reach} \times \text{Impact} \times \text{Confidence}) / \text{Effort}$$

Higher scores = higher priority. The formula naturally favors high-reach, high-impact items that are well-understood and quick to build.

CSV column reference

The companion CSV file (`rice-scoresheet.csv`) has these columns:

Column	Type	Description
Item	Text	Feature or initiative name
Reach	Number	Users or transactions affected per quarter
Impact	Number	0.25, 0.5, 1, 2, or 3

Column	Type	Description
Confidence	Percent	50%, 80%, or 100%
Effort	Number	Person-months
RICE Score	Formula	$(\text{Reach} \times \text{Impact} \times \text{Confidence}) / \text{Effort}$
Personas Affected	Text	Which user personas this serves
Notes	Text	Assumptions, data sources, open questions

Tips

- **Score with evidence, not gut feel.** If you can cite analytics, user research, or support ticket volume, do it. If you're estimating, say so in the Notes column.
- **Confidence is the integrity check.** A feature with high Reach and Impact but 50% Confidence should not outrank a solid 80% Confidence item. The formula handles this -- trust it.
- **Effort is the most commonly underestimated dimension.** Include cross-team coordination, QA, documentation, and deployment. Not just coding time.
- **Review scores as a team.** One person scoring in isolation produces biased results. Score individually, then compare and discuss divergences.
- **Rescore quarterly.** Reach and Confidence change as you learn more. Last quarter's scores may not apply.

Part of the [k8 Agent Toolkit](#). Download other formats at k8mak.com/resources.