

TOOL 1.5: Road-Mapping



Partners are asked to define the baseline for each CAL, outlining the preliminary roadmap, i.e. the framework of action and a draft facilitation plan (expected timeline, aims and steps, organization practicalities, project limitations and risks); this plan will be revised later, once the CAL stakeholders will be engaged (see STEP 8).

What	Topic	A collaborative activity with board mapping and/or brainstorming
	PRODUCT	<ul style="list-style-type: none"> The roadmap for each CAL has to be clearly defined.
Why	To start organizing the co-creation activities at each CAL level on the basis of an alignment of partners and definition of limits and degrees of freedom for each local project.	
Who- With Whom	Clever Cities FR city partners. Specific partners relevant for each CAL are welcome to join activities.	
How	Through one or more meetings (maybe one per CAL), i.e. about 5 to 10 people getting together to carry out the collaborative activity. You can organize one activity for each CAL or organize smaller groups (one per CAL) within the same event, in case you have enough partners to cover the projects.	
PREPARATION	Medium difficulty to prepare (Approximately 2 hours)	
Duration	Approximately 2 hours	
Materials Needed	<ul style="list-style-type: none"> A large board or a large format white poster Pens Strings, pins, tape 	

CARRYING OUT THE ACTIVITY

1. A brainstorming activity that will follow the requirements for the kick-off Road-Map. Participants are asked to fulfill a template ([Step1 Templates](#)), one for each CAL, that includes:
 - The focus of the CAL co-creation will be specified. Will co-creation cover all phases of co-design, co-implementation, co-monitoring and co-development?
 - The timeline of the CAL intervention, from launch to co-development, taking into account the whole Clever Cities pathway up to Month 60. A template for the CAL timeline spreadsheet is provided ([Step1 Templates](#)).
 - On the timeline, major risks, milestones are discussed collectively and reported.

- Expected impacts and corresponding monitoring indicators discussed in previous activities are better specified at this stage. This information will be used in the co-design kick-off activities and discussed again with larger audience in order to include co-monitoring indicators.
- Indicate a list of stakeholders to engage in the UIP, essential to move forward with STEP 02.

Tools	Details	CAL SPECIFIC
Feasibility Pre-Study	Timeline	Define a preliminary timeline for Co-creation implementation in each CAL
Co-Design Steps 04-10	Starting date	Please indicate when the project may be started
	Finishing date	Please indicate when the project should be finished
	Background	Do you have any previous experience with (co-) design at your municipality? If yes, which?
	Constrains / Determining factors	Is there any constrains related to NBS (co-design)?
	Stakeholders involved	Who will be the main stakeholders involved in the co-design process?
	Specific budget	Do you have any specific budget for NBS (co-design)? How much?
	Risks	Do you experienced (or predict) any risk related to (co- design) process (lack of coordination, lack of involvement of stakeholders, lack or capacities...)?
Co-Implementation Steps 11-12	Innovation element	What are the innovative elements contemplated on the NBS (co-) design?
	Starting date	Please indicate when the project may be started
	Finishing date	Please indicate when the project should be finished
	Constrains / Determining factors	Is there any constrains related to NBS implementation?
	Stakeholders involved	Who will be the main stakeholders involved in the implementation process?
	Specific budget	Do you have any specific budget for NBS implementation? How much?
	Risks	Do you experienced (or predict) any risk related to the implementation process (lack or coordination, lack of involvement of stakeholders, lack or capacities...)?
Innovation element	What are the innovative elements contemplated on the NBS implementation?	

Co-Monitoring Steps 13-14	Starting date	Please indicate when the project may be started
	Finishing date	Please indicate when the project should be finished
	Constrains / Determining factors	OBS. Monitoring should start at least 6 months in advance and should finish at most 2 years later respect the implementation
	Stakeholders involved	Who will be the main stakeholders involved in the monitoring process?
	Specific budget	Do you have any specific budget for NBS monitoring? How much?
	Risks	Do you experienced (or predict) any risk related to monitoring process (lack or coordination, lack of involvement of stakeholders, lack or capacities...)?
	Innovation element	What are the innovative elements contemplated on the NBS monitoring?
Co-development Steps 15-16	Description	What is the procurement process necessary to the NBS interventions (design, public work, monitoring)?
	Starting date	Please indicate when could the procurement process be launched
	Finishing date	Please indicate when the procurement process should be finished
	Duration	How long do procurement procedures can take from the launching to the resolution?
	Constrains / Determining factors	Is there any constrains related to NBS procurement procedures?
	Stakeholders/departments involved	Who will be the main stakeholders/departments involved in the procurement process?
	Risks	Do you experienced (or predict) any risk related to the procurement process?
	Innovation element	Is there any innovation elements contemplated on the procurement process?

INSPIRATIONS	<p>Create a Project Plan http://www.designkit.org/methods/9 Get organized, understand your strengths, and start identifying what your team will need to come up with innovative solutions.</p>
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