Project Phases

Project Launch

Living Labs & Use-Cases
- Step 1: State of the Art
- Identification of Living Lab Needs and Goals
- Collect first Use-Case Ideas

ICT Tools & Equipment
- Internal meeting to clarify roles, responsibilities and expectations
- Technical baseline assessment of Living Lab and outline of potential solutions applicable

Stakeholder Engagement
- Step 1: Internal Community Building & Project Kickoff
- Launch internal collaboration
  - Outline Collaboration Structur
  - Define Roles & Responsibilities
  - Develop Timeline and Strategy
- Develop Engagement Strategy & Timeline
- Prepare Engagement Material
  Workshops, Interviews & Surveys, Site Visits

Project Assessment
- Set up a project governance framework
  - develop project plan, timeframe
  - Set up Gender Equality Plan
- Conduct Desk Research
  - Literature State of the Art
  - Added Value Services
  - Best-Practice Collection
- Baseline Assessment & Situational Analysis
  - Identification of local needs & challenges
  - Outline State of the Art of Living Lab
  - Outline regulatory Landscape

Communication
- Create Project Identity
  - Website, Poster, Logo, Flyer, Project Presentation
- Start communication about project aim & timeframe & distribution of communication material

Use-Case Definition

Living Labs & Use-Cases
- Step 2: Identify Potental Use-Cases
- Identify Stakeholder Needs & Challenges
- Outline potential Use-Case Descriptions
- Site Visits
- Define Ressources needed
- Outline Regulatory Framework needed

- Step 3: Select Suitable Use-Cases
- Finalise & Validate UC definition
- Outline Use-Case action plan & timeframe
- Outline Permits needed
- Define Roles & Responsibilities
- Establish and confirm Budget
- Define location
- Business Model Development
  - Value Proposition
  - Governance Model
  - Cost Structure & Finance plan

ICT Tools & Equipment
- Technical Visits in the Living Labs
- Identify technical needs

- Identify relevant tools and services needed
- Outline collaboration possibilities with UC stakeholders
- Establish feasibility assessment

Stakeholder Engagement
- Step 2: Stakeholder Mapping & External Kick-off
- Stakeholder analysis & recruiting strategy
- Stakeholder database & ranking
- Invite key participants to workshops & informal sessions
- Kick-Start Collaboration & create Community

- Step 3: External Co-Creation Workshops
- Facilitate Collaboration and Co-Creation
- Workshop: Challenges & Needs
- Workshop: Use-Case & Engage-ment plan
- Workshop: Use Case Definition & Governance Model
- Workshop: Market Assess-ment
- Workshop: Business model Canvas creation
- Workshop: Imple-mentation Strategy

Project Assessment
- Set up an evaluation strategy and timeline
- Site Visits

- KPI identification & definition
- Set up data collection process
- Continious Assessment of Use Case Business Model, Value Propositon, Economic feasibility
- Facilitate continuous operational feasibility assessment of the Use Cases
- Collect Lessons Learned of Use Case Definition

Communication
- Develop overview of communication material
- Outline communication activities and timeline
- Develop communication strategy for project & Living Labs
  - define target group, ressources, materials needed
- Communicate the Use Cases
  - regular progress updates on social media and the website and within the Living Lab

- Conferences and Dissemination of project results
- Collaboration with similar projects & initiatives
- Creation of communication materials
- Prepare communication strategy for Use Case Demonstration & material for the Living Labs
- Document & Communicate Use Case Implementation

Use-Case Implementation

Living Labs & Use-Cases
- Step 4: Obtain regulatory approvals & formalise agreements
- Contracts and Agreements with stakeholders
- Launching of Tenders
- Implement new regulations
- Define Use Case Implementation plan & identify operational risk & success factors
- Outline Use-Case Process description
- Set up recruitment & training strategy
- Obtain Permits

- Step 5: Construction and Training
- Construction of Use Case & purchase of equipment
- Technical set-up (vehicles, hubs, tools)
- Carry out Pretests
- Final Adjustments based on learnings
- Carry out Training with staff

ICT Tools & Equipment
- Develop new Software & Hardware solutions
- Data sharing agreements with stakeholders
- Data collection, anonymisation, and standardisation for ICT tools

- Data standardization & anonymisation process
- Testing of new ICT & Hardware tools
- Convert learnings from prototyps & tests

Stakeholder Engagement
- Step 4: Facilitate and support external and internal collaboration
- BI-Weekly LIVING LAB / Use-Case Update meetings
- Host demonstrations, trainings and info sessions

Project Assessment
- Set up data collection process
- Data collection for Use Case Baseline
- Monitoring the Use Case Operations and collect data
- Continious Assessment of Use Case Business Model, Value Propositon, Economic feasibility
- Facilitate continuous operational feasibility assessment of the Use Cases
- Facilitate and conduct Impact Assessment
  - interview & survey participation
- Collect Lessons Learned of Implementation Phase
- Collect Lessons Learned of Demonstration Phase
- Site Visits (document operations, gather data)

Communication
- Gather data & communicate project results and impact
- Ensure all results are documented online

Demonstration Phase

Living Labs & Use-Cases
- Step 6: Test the project solution and provide Feedback
- Operation of the Use Cases
  - testing the solutions and concepts
  - adjustments based on learning
- Process documentation and feedback sessions

ICT Tools & Equipment
- Finalizing and operating of logistical equipment & ICT tools
- Data processing and Technical support

Project End

Living Labs & Use-Cases
- Step 7: Long-term implementation
- Discuss Scalability and Feasibility
- Outline long term strategy for Use Cases
- Set up long term agreements & scale solutions
- Kick start replication in other cities

ICT Tools & Equipment
- Develop exploitation strategy

Stakeholder Engagement
- Step 5: Long-Term Collaboration
- Feedback and develop long term strategy for collaboration

Project Assessment
- Carry out ecological, social & economic impact assessment:
- Develop recommendations
- Project Performance Evaluation & Documentation

Communication
- Communicate key insights & learnings
- Establish an archive for results
- Define long-term communication strategy