

# DEFINE, SPECIFY, PROPOSE

## Included

3 x DEFINE worksheets

2 x SPECIFY worksheets

1 x PROPOSE worksheet

## Instructions

- ① From the five (5) challenges you identified in the pre-event survey, **DEFINE** three (3) of your most pressing challenges. (15-20 minutes)
- ② From these defined challenges, **SPECIFY** two (2) challenges in terms of their factors and impacts. (15-20 minutes)
- ③ From these factors and impacts, **PROPOSE** one (1) solution to your most promising challenge. (15-20 minutes)

Throughout this process, discuss your thinking, questions, and ideas in your group. If you see or hear ideas that you think are promising, feel free to borrow. Be sure to write your name on each sheet.



# DEFINE

NAME: .....



**What is the challenge?**

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**Who is impacted by this challenge?**

**Which citizens? Which parts of your local government?  
Which departments or agencies? Which businesses?**

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**What do you know?**

**What sources inform your perception of your challenge?  
What data or information exists?**

**Evidence**

**What would you like to know?**

**What new sources could inform your perception?  
What data or information would be nice to have?**

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**What is your current approach to the challenge?**

**What is the current status of the challenge?  
Who and what are involved in addressing the challenge right now?**

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# DEFINE

NAME: .....



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# SPECIFY

NAME: .....



**Restate the challenge & audience**

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**What is the goal of addressing this challenge?**

Increase transparency/accountability? Decrease waste?  
Include more people? Generate new revenue? Other?

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**What factors contribute to the challenge?**

Political? Social/Cultural? Economic?  
Educational/Informational? Environmental? Other?

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**What are the impacts of the challenge?**

Political? Social/Cultural? Economic?  
Educational/Informational? Environmental? Other?

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# SPECIFY

NAME: .....



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Educational/Informational? Environmental? Other?

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# PROPOSE

NAME: .....



## Challenge

One-sentence description of the challenge in terms of its audience

## Goal(s)

One-sentence description of what results from addressing the challenge

### Solution

How will you address the challenge?

Who are the beneficiaries?

Who are the partners?

### Resources & Plan

What needs to be procured?

What data needs to be collected?

What skills or people are needed?

How much money is needed?

What is a success and how can it be measured?

Jan / Feb / Mar / Apr / May / Jun / Jul / Aug / Sep / Oct / Nov / Dec

# POST-WORKSHOP SURVEY

NAME: ..... EMAIL: .....

AFFILIATION: ..... TITLE/ROLE: .....

1. After the workshop, how familiar are you with what a “smart community” means?

Not Familiar    0    1    2    3    4    5    Very Familiar  
                   

2. What aspect(s) of the workshop did you find most useful?

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3. What aspect(s) of the workshop did you find least useful?

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4. After attending the workshop, do you believe your local government can benefit from participation in a smart community initiative? [select one]

Yes     No     Don't Know

5. If you answered “Yes” to Question 4, how could your local government benefit from a smart community initiative?

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6. What are the current barriers to launching a smart community project within your local government? [select multiple]

- Funding (lack of internal funding [e.g. operating budget] and/or external funding [e.g. grants])
- Partnerships (e.g. lack of public-private partnerships, government-university partnerships)
- Administrative Processes (e.g. slow procurement process)
- Personnel/Skills (e.g. no one capable of administering, managing, and/or implementing such a project)
- Technical Resources (e.g. lack of hardware, software)
- More Pressing Projects or Priorities
- None: .....
- Other: .....

7. Additional Comments

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