

On-Boarding Session

Small Places, Big Ideas Innovation Cohort

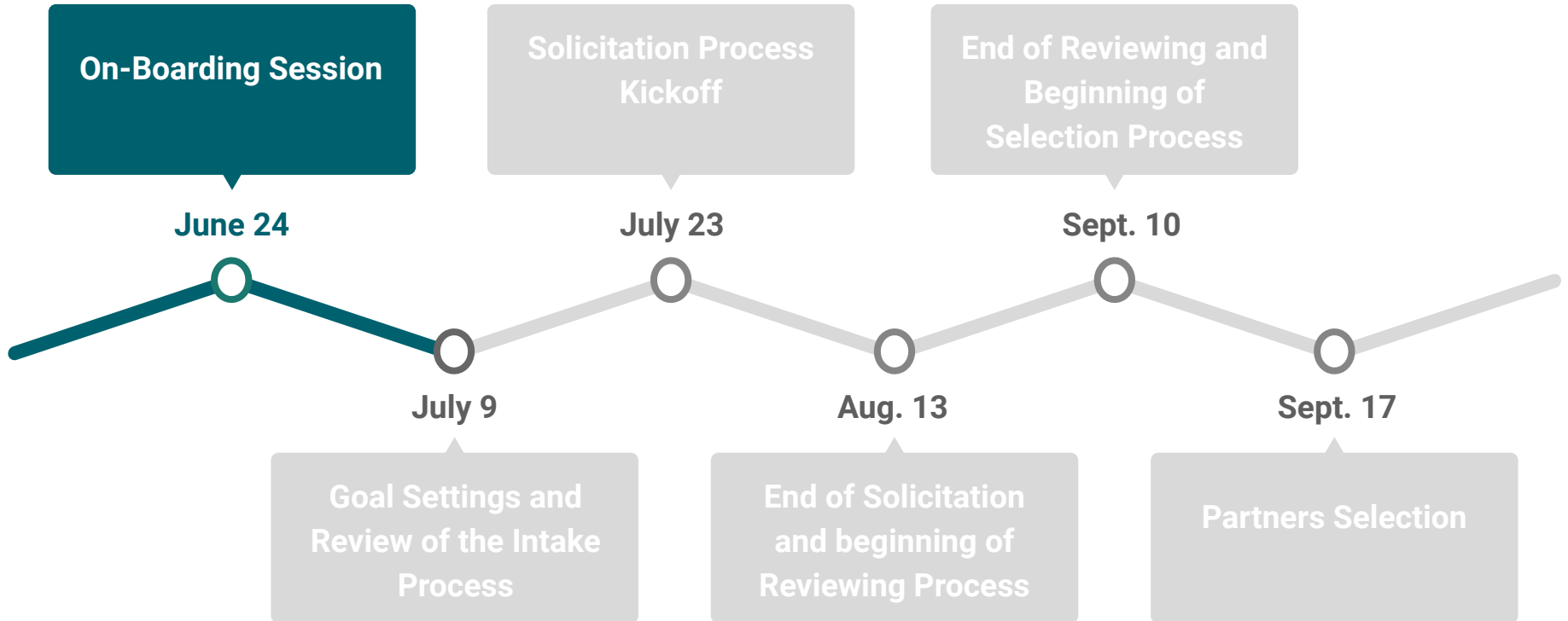


June, 2019

Agenda

- On-boarding timeline
- Account setup and useful links
- Use cases and best practices
- Hands-on demo
- Next Steps
- Q&A

The On-Boarding Timeline



The On-boarding Timeline

Individual Strategy Sessions to be planned through August and September



PROJECT PLAN Goals, Performance Metrics and Milestones



Initiative	Goals	Priority	Timeline	Owner	Comments
Opportunity management	Build structure and drive transparency around intake process			Public Works, Utilities	
Portfolio management	Get visibility into innovation portfolio and progress of pilots			All Departments	
Portfolio Management	Enable story telling			All Departments	
Economic Development	Attract new talents and support economic development efforts			Economic Development Team	
Category	Action Items	Priority	Owner	Timeline	Comments
Setup	Complete account setup	High	The Fund/UL	July 15	
Setup	Customize scorecard + create "solution seeker form"	High	UL	August 15	
On-boarding	Schedule Kickoff	Medium	The Fund	August 30	
Setup	Add reviewing committee as evaluators	Medium	The Fund/UL	September 12	
On-boarding	Provide quick intro and training to the evaluators	Medium	UL	September 24	
On-boarding	Invite users and set up training - (training for evaluators) + training for the Fund's admins	Low	The Fund/UL	TBD	
Best Practices	Create structure and cadence for proposals reviewing and evaluation	Low	The Fund	TBD	
Best Practices	Create categories (strategic goals, industry verticals) and tag proposals	Low	The Fund	TBD	
Account Management	Schedule working sessions and evaluation session with UrbanLeap	Low	The Fund/UL	TBD	
Setup	Embed forms on to paradoxprize.com	Low	The Fund	TBD	

Account Setup

Account Setup

Sign Up

app.urbanleap.io/signup

Invite Users

Account Management

 **ADD MEMBER**

Resources

Home Page

Discussion, Resources,
Timeline

Help Center

Knowledge base articles,
Video tutorials, Product
updates

[User Guide](#)

Support

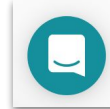
Success Team

success@urbanleap.io

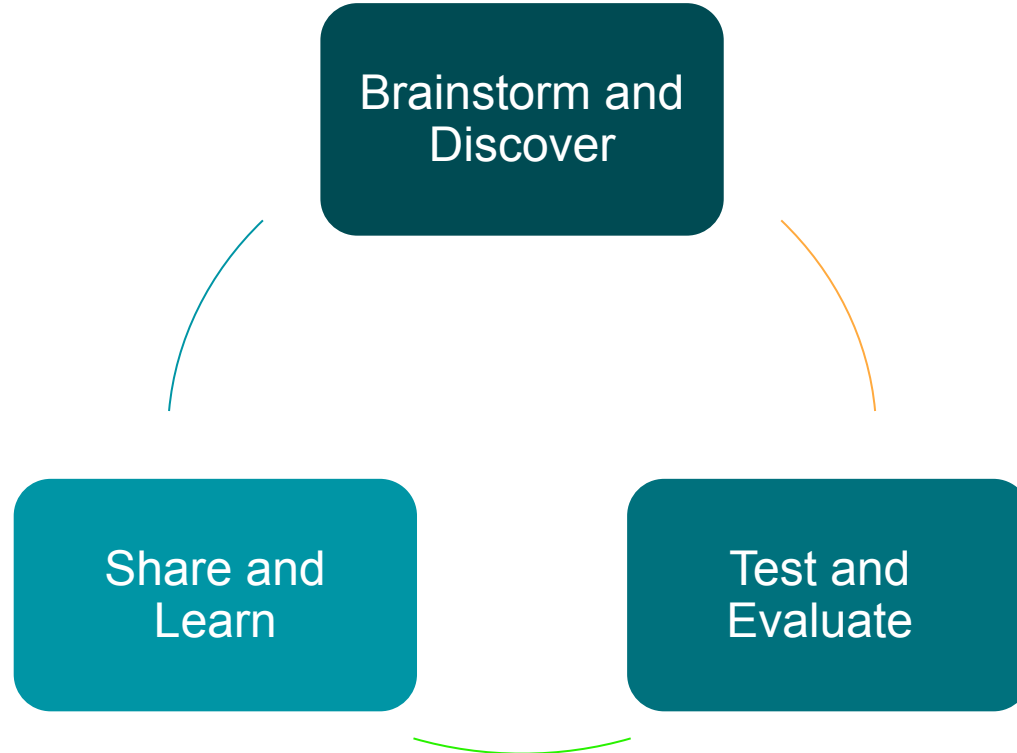
Support Team

support@urbanleap.io

Help Bot



UrbanLeap's Innovation Framework



Next Steps

- Sign up to UrbanLeap
- Invite team members
- Download User Guide
- Try out the discussion board
- Schedule Strategy Sessions with UrbanLeap



Q&A



Thank