



## Phase 1: Prepare

- ☐ 1.1 [Get to Know Challenges](#)
- ☐ 1.2 [Prioritize Goals and Outcomes](#)
- ☐ 1.3 [Define the Problem to Be Solved](#)
- ☐ 1.4 [Determine if a Prize Is Appropriate](#)
- ☐ 1.5 [Build a Team](#)
- ☐ 1.6 [Identify Legal Authority](#)
- ☐ 1.7 [Estimate Budget and Resources](#)
- ☐ 1.8 [Make the Case](#)

## Phase 2: Develop

- ☐ 2.1 [Design the Challenge Structure](#)
- ☐ 2.2 [Develop Submission Requirements](#)
- ☐ 2.3 [Develop Terms and Conditions](#)
- ☐ 2.4 [Define Evaluation and Judging Process](#)
- ☐ 2.5 [Develop a Communications Plan](#)
- ☐ 2.6 [Create an Implementation Plan](#)
- ☐ 2.7 [Identify Goal & Outcome Metrics](#)
- ☐ 2.8 [Prepare to Announce](#)
- ☐ 2.9 [Obtain Agency Clearance](#)

## Phase 3: Conduct

- ☐ 3.1 [Execute the Communications Plan](#)
- ☐ 3.2 [Accept Solutions](#)
- ☐ 3.3 [Manage the Judging Process and Select Winners](#)
- ☐ 3.4 [Verify Winners](#)
- ☐

## Phase 4: Award

- ☐ 4.1 [Announce Winners](#)
- ☐ 4.2 [Pay Winners](#)
- ☐ 4.3 [Award Non-Monetary Incentives](#)

## Phase 5: Transition

- ☐ 5.1 [Document Metrics, Results and Outcomes](#)
- ☐ 5.2 [Document the Challenge](#)
- ☐ 5.3 [Complete Required Reporting](#)
- ☐ 5.4 [Continue Community Engagement](#)
- ☐ 5.5 [Manage Solutions](#)
- ☐ 5.6 [Share Best Practices and Results](#)

