# **Library/Civic Data Intermediary Activity Planning Canvas Instructions**

## 10. Measuring Success

How will you measure success, and what types of indicators will you use?

### 11. Next Steps

What are the immediate/next steps you will take to implement your event, service, activity, or tool?

#### 2. Values

What values will guide your collaboration?

## 3. Goals

What are the broad goals of your collaborative event, activity, service, or tool?

#### 9. Resources

What will it cost in terms of time and financial support to implement your event, service, activity, or tool?

Who can provide cash or donated/in-kind resources, and what value proposition is important for each supporter?

# 1. Target Audience

Who will attend your event, benefit from your service, participate in your activity, or use your tool or data?

### 4. Concept

Describe the concept of your event, activity, service, or tool.

What roles will the core partners play?

## 8. Promotion and Publicity

How will you reach your target audience?

## 7. Logistics

What locations, facility requirements, materials, equipment, and infrastructure will be needed to create and implement your event, service, activity, or tool?

#### 6. Content

Where will the content of your event, activity, service, or tool come from?

Will you leverage an existing model, standard, or product, or will the content be developed from scratch?

#### **5. Additional Partners**

Who else will you need to work with to implement your event, service, activity, or tool, and what role(s) will these additional partners play?

> Will your partnerships or collaborations require

any formal agreements?



#### The Minefield

What types of obstacles will you need to overcome in order to make your activity a success? Some common obstacles may include:

- Organizational buy-in/no champion
- Financial support
- Capacity
- Time
- Understanding of your audience
- Lack of content
- Infrastructure
- Etc.



