**Innovation ENJINE Challenge**

Stage Two Implementation Plan Submission Form

The Innovation ENJINE Challenge is a two-stage challenge. In Stage One, State employees submitted their ideas and voted on one another’s submissions. The twenty most impactful and implementable short proposals, as rated by you, advanced to Stage Two. Now, in Stage Two, all employees are invited to compete - either as individuals or in teams - by crafting a plan for how to implement one of the twenty advancing ideas, or one of the five additional “Impact Ideas” selected by the Governor’s Office. A panel of expert judges will evaluate all submitted implementation plan proposals and will select up to five winning teams. Those teams will then receive expert support to actually implement their plans.

For a list of the 20 winning ideas and the five Impact Ideas that you can submit implementation plan proposals for, visit: *<https://www.smarter.nj.gov/enjine/top20>.*

#### Evaluation Criteria and Award Process

Stage Two awards will be selected by a review committee composed of representatives from the Governor’s Office, the Office of Innovation, and other senior Administration officials. The review committee will evaluate proposals on the following criteria:

* Quantifiable Impact: How large is the potential impact of the proposed idea, and can that impact be measured?
* Implementation Capacity: Can the Executive Branch independently implement the proposal?
* Rapid Implementation Feasibility: How feasible is it to implement the proposal within a period of one year?
* Proposal Completeness: Is the implementation plan comprehensive enough to be executed on in its current state?

#### Stage Two Awards

The individuals or teams with the five winning plans will:

* Receive expert advising and support to realize their plans; and,
* Be recognized at a special awards ceremony with the Governor.

**Instructions**

* Please complete the following implementation plan submission form and submit it via email to [enjine@smarter.nj.gov](mailto:enjine@smarter.nj.gov).
* The submission form and accompanying appendices should be submitted as one single consolidated PDF document - additional documents submitted will not be reviewed.
* All submissions must be received by May 31, 2019 at 11:59PM. Late submissions will not be considered.
* Questions regarding Stage Two of the Innovation ENJINE Challenge must be submitted via email to [support@smarter.nj.gov](mailto:support@smarter.nj.gov) - all questions and responses will be posted publicly at <https://www.smarter.nj.gov/enjine/yourquestions.html>

**CONTACT INFORMATION**

**Lead Point of Contact**

**Name:**

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| *Enter the name of the implementation team’s lead point of contact here – this individual will receive all communications regarding the proposed implementation plan* |

**Title and Department/Agency:**

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| *Enter your full title and the department or agency you work for* |

**Email:**

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| *Enter your preferred email address* |

**Phone number:**

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| *Enter your preferred phone number* |

**Additional Team Members**

Please list all additional participating team members (note – teams are limited to six members to facilitate subsequent coaching):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title + Department/Agency** | **Email** | **Phone Number** |
| *Team Member 1 Name* | *Team Member 1 Title + Department/Agency* | *Team Member 1 Email* | *Team Member 1 Phone* |
| *Team Member 2 Name* | *Team Member 2 Title + Department/Agency* | *Team Member 2 Email* | *Team Member 2 Phone* |
| *Team Member 3 Name* | *Team Member 3 Title + Department/Agency* | *Team Member 3 Email* | *Team Member 3 Phone* |
| *Team Member 4 Name* | *Team Member 4 Title + Department/Agency* | *Team Member 4 Email* | *Team Member 4 Phone* |
| *Team Member 5 Name* | *Team Member 5 Title + Department/Agency* | *Team Member 5 Email* | *Team Member 5 Phone* |

**Team Member Resumes**

Please attach the resumes of all participating team members as Appendix 1.

**Implementation Plan Template**

**Please answer the following questions.**

**For which idea have you developed an implementation plan?**

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| *Please indicate which of the winning ideas you are proposing an implementation plan for – for a full list of winning ideas, visit* [*https://www.smarter.nj.gov/enjine/top20*](https://www.smarter.nj.gov/enjine/top20) |

**DEFINE THE PROBLEM**

**What is the problem which this idea solves?**

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| --- |
| *How would you describe the actual problem that this idea is solving? Please be specific and descriptive. When does the problem occur? Where does it occur? What are the root causes of this problem? This answer must not exceed 250 words.* |

**What evidence do you have to support this definition of the problem?**

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| *What evidence can you provide that supports your answer to the above question? Your definition of the problem should be backed up by data and/or research - not just your opinion or anecdotes. Feel free to cite research, reports or data. This answer must not exceed 250 words.* |

**Who is affected by this problem? How would solving it help New Jerseyans?**

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| *Please describe which populations are currently affected by this problem and, if solved, which populations would be affected by the solution. This answer must not exceed 250 words.* |

**DESCRIBE THE SOLUTION**

**In your own words (you can rewrite the winning idea), what is the solution?**

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| *Please describe the solution that you are proposing to implement, and how it will address the problem that you have described in the above section. This answer must not exceed 150 words.* |

**How would the solution work in practice?**

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| *Please describe how the solution would work once implemented. This answer must not exceed 250 words.* |

**IMPLEMENTATION**

**What State departments, agencies, or authorities would need to be involved in implementation?**

*Please fill out the chart below to list all State departments, agencies, and/or authorities that would need to be involved in the full implementation of this plan, and describe the role that each entity would need to play and what they would be responsible for or required to do – please be specific.*

|  |  |
| --- | --- |
| ***Department/Agency/Authority*** | ***Roles + Responsibilities*** |
| *Agency 1* | * *Insert specific roles and responsibilities for this agency - be specific* * *Add additional roles and responsibilities as necessary* |
| *Agency 2* | * *Insert specific roles and responsibilities for this agency - be specific* * *Add additional roles and responsibilities as necessary* |
| *Add additional departments/agencies as needed* | * *Insert specific roles and responsibilities for this agency - be specific* * *Add additional roles and responsibilities as necessary* |

**What is the strategy for implementing the idea?**

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| *Please describe the strategy for how the idea would be implemented. This answer must not exceed 500 words.* |

**Where and how would the implementation be piloted?**

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| --- |
| *Please describe how a pilot program would be designed and implemented – be specific. Also, how would you measure and evaluate the success of a pilot program? This answer must not exceed 500 words.* |

**How could implementation be scaled and expanded?**

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| *Following a pilot program, how would the idea be scaled and expanded to broaden its impact and reach? This answer must not exceed 250 words.* |

**What are the human resources needed to implement the idea?**

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| *What State personnel would be required to implement the idea? What non-state personnel would be required to implement the idea? How much time would be required of these individuals, and what would they be required to do? This answer must not exceed 250 words.* |

**What is the cost of implementing the idea?**

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| *What are the costs that would be associated with implementing the idea? What is the justification for these estimates and how did you come to them? An implementation budget may be attached as an appendix but is not required.* |

**How long would the idea take to implement?**

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| *When would the idea be implemented, and what deadlines would you set? The “pilot” timeline should be included in your answer. You may attach a Gantt chart or a work plan as an appendix if you wish. Please be specific and use January 1, 2020 as a start date for all activities.* |

**What are the anticipated savings, efficiencies, or service improvements that would result from implementation, and how would they be measured?**

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| *Please summarize the anticipated savings and efficiencies that would result from the successful implementation of this plan. You should address savings and efficiencies from both a qualitative and quantitative perspective, and you should also justify and/or provide evidence for these predicted outcomes. This answer must not exceed 250 words.* |

**What are the risks of implementation?**

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| *What types or risk or exposure are likely to result from implementation, and what are your plans to mitigate those risks? This answer must not exceed 250 words.* |

**What are the impediments to implementation?**

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| *What challenges are likely to arise during implementation? How will they be addressed? This answer must not exceed 250 words.* |