|  |  |
| --- | --- |
| **THE HACKATHON MANIFEST**  Designing a successful, impactful hackathon is not as simple as it may sound. | Company’s Name |

|  |  |
| --- | --- |
| **A: THE IDENTITY OF YOUR HACKATHON** | |
| **Hackathon Title**  Reflect the essence of the hackathon in short title | *Provide a name reflecting the theme of the hackathon* |
| **Hackathon Moto**  Provide a short sentence to attract attention and inspire  innovators to join | *Type an inspiring quote reflecting the theme* |
| **Purpose**  What do you want to achieve,  for the business? | *Describe the business objective of the hackathon* |
| **Main Theme**  What is the main theme of the  event? | *Type the main theme of the hackathon* |
| **Problem Statement**  What is the major business problem to be solved? Use a structured problem statement to help innovators set the  focus | *Provide a clear articulation of the problem statement* |
| **Topics**  Are there particular topics or thematical categories? | *Add a list of specific topics of interest* |
| **Referenced Products**  Does this hackathon target specific products or services? | *List any products or services that this hackathon refers to* |
| **Sponsor**  Who are the sponsors of the  event? | *Name the sponsors of the event* |
| **Organizing Committee**  Name the Director of the event and the key members of the organizing committee? | *Name the Director of the event and the organizing committee* |

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# B: HACKATHON FORMAT

## **Type**

|  |  |
| --- | --- |
| * Internal | * Public |

Is it internal or public facing?

## **Setup**

|  |  |
| --- | --- |
| * Online | * Physical |

Is it on-premise or online?

## **Eligibility**

|  |  |  |
| --- | --- | --- |
| * All FT Employees | * Contractors | * Partners |

Who can participate?

## **Minimum Deliverable**

*Explain the requirements and the expected deliverables*

|  |  |
| --- | --- |
| * Pitch Video * Demo * Functional Prototype * Architecture documents | * Wireframes * Implementation plan * Source code |

What is the minimum required deliverable for successful submission?

## **Project Assessment**

*Describe how the voting will be performed – the stages, the logic*

|  |  |
| --- | --- |
| * Open Voting * Judges * Community * Formal Evaluators | * Stakeholders * External Experts |

**Protocol**

How will the projects be

evaluated?

## **Judges**

*List the names and emails of the Judges*

Who are the Judges?

## **Winners**

*Describe how many winning positions there will be*

How many winning teams?

## **Reward Model**

*Explain how each class of winner will be rewarded*

|  |  |
| --- | --- |
| * Trophy * Cash reward * Gift card * Technology Device | * Presentation to C-level * Budget to build it |

What will the winning teams

get as a reward?

## **Success Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Key Metric | Target | Actual |
| 1 | e.g. level of engagement | . | . |
| 2 | e.g. #patents | . | . |
| 3 | e.g. #innovation opportunities | . | . |
| 4 | e.g. event satisfaction score | . | . |

What are the key metrics that define the success of the

event?

Set a target on the number of participants, the resulting innovation opportunities, the patentable concepts, etc.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1. e.g. #demos . . 2. e.g. #business opportunities . .   *Explain how success will look like for this hackathon* | | | |
| **C: PLANNING** | | | | |
| **Critical Dates**  Set here the key-dates for the event – when to announce it, the formal kick-off, the deadline for the submission of  projects | Hackathon Announcement | Hackathon Kick-off | Project Submission D/L | Announcement of the  Winners |
| Pick a date | Pick a date | Pick a date | Pick a date |
| **Office Space Requirements**  Where will it happen? What  space is required? | *Name the venues and space that will host the event* | | | |
| **Tech Requirements**  List any special technology requirements, e.g. AR/VR headsets, 3D Printer, etc. | *Name any devices or equipment needed* | | | |

|  |  |
| --- | --- |
| **D: METADATA** |  |
| **Code Repository**  Links to code repositories | *Links to source code repo* |
|  |  |
| **Business Area**  The organizational division | *The team/ organizational division* |
|  |  |
| **Compiled by**  Who owns this document? | *The owner of this document* **On** 19 September 2021 |

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