**INNOVATION LABS**

This guidance outlines Leeds City Council’s approach to hosting an Innovation Lab (Data Dive/Hack). The aim is to bring about culture change within the organisation which will lead to increasing amounts of data being published and the delivery of new and innovative services via websites, apps and data analysis.

**DAY**

**1**

**SERVICE engagement**

Meet with senior managers to provide an introduction to open data and outline expectations:

* Data will need to be published prior to the data event or very soon afterwards;
* Consider budget and staff resource implications;
* There needs to be a clear focus on what the data event aims to achieve;
* Consider prizes for best solution, costs attached etc.
* Outline expectations of service involvement and participation;
* Arrange follow up meeting where necessary.

**DAY**

**20**

**workshop**

Host a half-day workshop:

* Include all staff that need to be involved (e.g. managers, operational staff, data champions, data practitioners, and data and intelligence officers);
* Introduce the concept of Open Data and the benefits;
* Introduce 3\* data concept, data quality, information governance, and publishing and maintaining dataset;
* Group work on expected outcomes (what issues need resolving, new or additional services to be offered);
* Conclude the workshop with a working brief.

**DAY**

**25**

**Book the event**

Consult with service managers to arrange a date:

* Consider available venues and book a date approximately 2 months from this date;
* Arrange catering;
* Market the event (e.g. EventBright, Data Mill North blog etc.)

**DAY**

**35**

**meet the team**

Follow up meeting with the team who will be involved who will be making their data available:

* Ensure everyone is clear of expectations;
* Identify any potential issues with the data (e.g. format, data quality etc.);
* Finalise brief of expected outcomes;
* Review staff resource implications. It is important that published datasets are maintained.

**DAY**

**40**

**participant and user ENGAGEMENT**

Using the brief, engage necessary stakeholders:

* If a closed event, shortlist the analysts/developers who will be invited to attend;
* Consider linking in with specialist user groups or Open Data steering group for their view;
* Contact interested parties to provide a brief of what the day is about and expectations.

**DAY**

**50**

**publish datasets**

In the lead up to the event, work with the service to ensure datasets will be available:

* Provide support where necessary to enable the publication of datasets;
* Train and set up users on Data Mill North;
* Ensure datasets have been quality assured and published to the correct format and standards;
* Update the council Publication Scheme and dataset register;
* Ensure a programme of dataset maintenance is agreed with the service.

**DAY**

**73**

**PRE-EVENT MEETING WITH THE SERVICE**

Final meeting with the service:

* Check running order;
* Review brief and expected outcomes;
* Confirm developer/analyst attendance and their specialisms;
* Event and venue details/food and refreshment provision.

**DAY**

**80**

**data event**

Host the data event:

* 09:00 – 09:30 Registration and networking
* 09:30 – 09:45 Introductions, housekeeping, and agenda setting
* 09:45 – 10:00 Introduction to the data
* 10:00 – 12:00 Group work to identify a solution to the set brief
* 12:00 – 12:30 Lead developer/analyst from each group presents their findings/proposed solution
* 12:30 – 13:00 Lunch
* 13:00 – 16:30 Analyst developers work on their solution
* 16:30 – 16:50 Presentations by developers/analysts on their prototype solution
* 16:50 – 17:00 Feedback from service managers and staff
* 17:00 – 17:15 Q&A and next steps

**DAY**

**87**

**Post-EVENT MEETING WITH THE SERVICe**

Meet with service managers to review the event:

* Discuss the solutions which were proposed. Was there are clear winner? One to take forward?
* If the data wasn’t published to Data Mill North in advance, when will it be available?
* Does any additional data need to be made available for the solution to be workable?
* Feedback on the event itself – what worked and what didn’t?

**DAY**

**94**

**developer/analyst feedback**

Service and Smart Cities staff feedback to developers on their proposed solutions:

* If a ‘winner’ is chosen, arrange to meet to discuss next steps;
* Provide feedback to all other developers following the meeting with service managers;

**DAY**

**100**

**developer/analyst PROJECT WORK COMMENCEMENT**

Work begins on creating a workable solution following the data event prototype:

* Maintain regular contact with the developer/analyst;
* Set up weekly/fortnightly meetings/telephone calls;
* Review after each week if the project is on target and take corrective action where necessary;
* Provide regular feedback to the service on progress.

**DAY**

**150**

**delivery of the application/website/analysis**

The application/website is published for public use:

* Arrange a meeting with the developer/analyst and service staff/users;
* Carry out communications exercise to promote;

**DAY**

**160**

**post event review**

Review the overall end-to-end process to identify where improvements can be made.