

Team Checklist

One of the best ways to keep your entire team on track when you have a few tasks in front of you is to write a checklist. Here's a template for you to use (and all of the deadlines you should include are in this binder) that you can use to help keep everyone on track.

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Time Management Tips

One of the core elements of the illuminate:nextgen Challenge is having you (as your team) step up and take control of your agenda. With this, you'll have to make sure to plan your work to meet the deadlines and keep everyone on track - and the following points might help with that;

- **Plan Ahead.** Don't get caught only looking at the tasks that are due today - some of the requirements later in the challenge are larger tasks, and getting a headstart early is extremely useful.
- **Prioritise.** Make sure you prioritise the work you need to do, both on what needs to be done to avoid missing a deadline, as well as how much work could go into it, so you don't start too late.
- **Break Down Tasks.** For tasks that have multiple components or parts, it can be easier to break them into parts to delegate them out to everyone as well as help keep track of the work to finish them on time.
- **Delegate.** Make sure everyone has something to do to help the team out - and importantly some tasks will need to be worked on at the same time to ensure you can meet the deadline.
- **Review Your Work.** If something is finished well before the deadline, take the opportunity to have someone on the team review the work and make sure it is the best it can be - and avoid any small mistakes that could hurt your marks and message.
- **Hand in Early.** Don't just plan to hand in your work on the deadline - sometimes technology can cause problems, and sometimes you can rush and miss something doing it last minute. If you can, aim to hand in work a little before the deadline, leaving you and your team enough time to get it in well before the deadline.

Innovation Checklist

Use this checklist to help you keep track of where you sit along the Innovation Process Pathway. Check off submissions as they are completed and handed in.

Stage 1 | Problem Framing

- Brainstorming
- Problem Frame (Gate Check)

Stage 2 | Ideation

- Team MOU
- Solution Canvas
- Mentoring Session
- Elevator Pitch (Gate Check)

Stage 3 | Developing

- Planning Canvas
- Team Agenda
- Market Research
- Draft Financial Tables
- Draft Business Case
- Marketing Strategy (Written) (Gate Check)

Stage 4 | Presenting

- Team Agenda
- Financial Tables
- Business Case
- Marketing Materials
- Business Launch Presentation Storyboard (Gate Check)

Stage 5 | Prototyping

- Business Launch Presentation
- Pressure Cooker (Gate Check)