I-Team Opportunity Evaluation Process

Co-Chairs	UCB	Committee Members	District and HQ Staff	Other
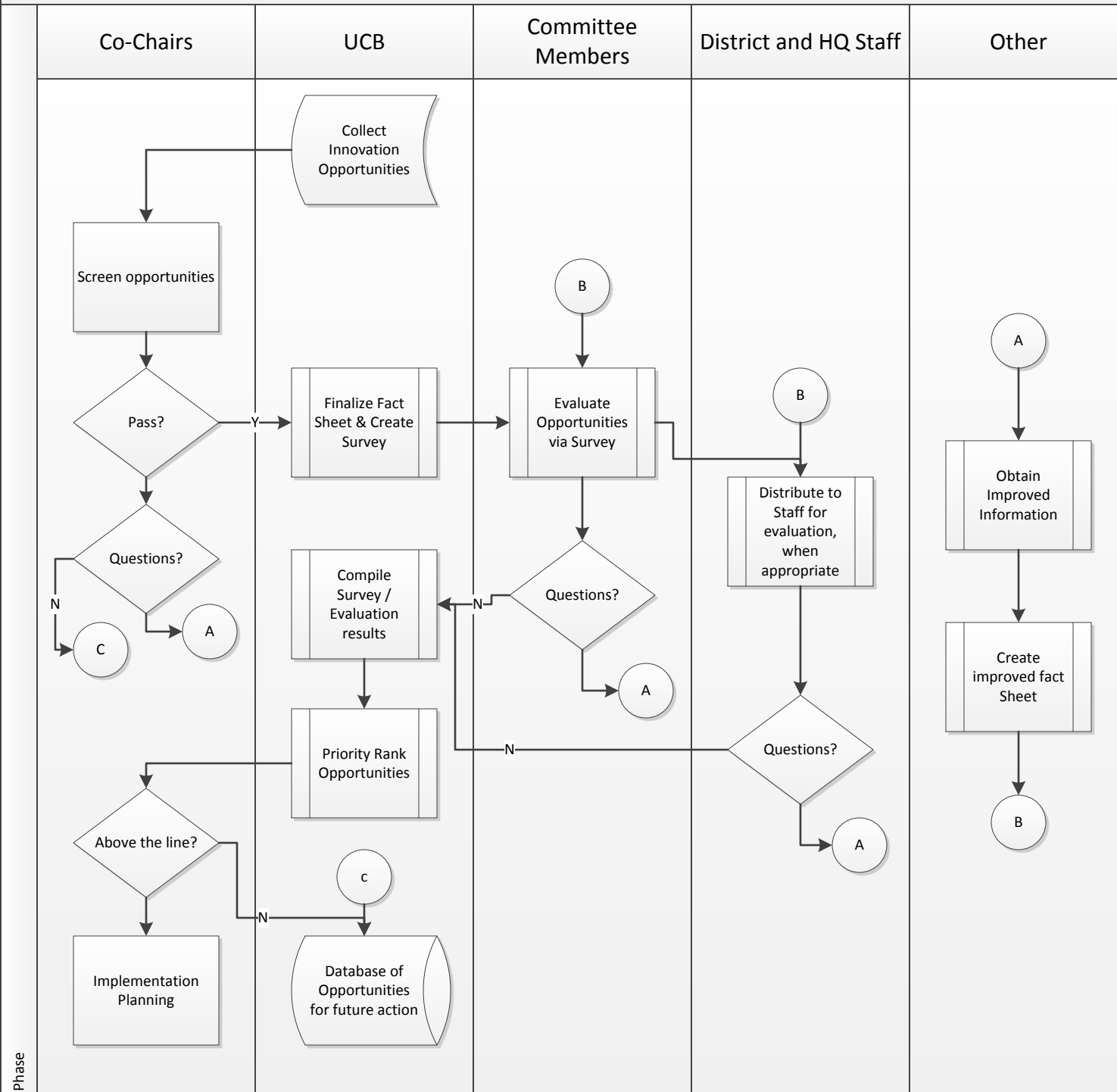
C0-Chair Screening Criteria
1. Is there sufficient information for a Complete Fact Sheet?
2. Is this opportunity substantial enough for I-Team support?

Fact Sheet
1. Innovation Description
2. Implementation Ready?
3. Implementation Period Required?
4. Evaluation Completed, results?
5. Supplier available?
6. Risks Quantified?
7. Costs and Benefits quantified?

Phase

Flowchart content:

- Collect Innovation Opportunities (UCB)
- Screen opportunities (Co-Chairs)
- Pass? → Y → Finalize Fact Sheet & Create Survey (UCB)
- Questions? → N → C; → A
- B → Evaluate Opportunities via Survey (Committee Members)
- B → Distribute to Staff for evaluation, when appropriate (District and HQ Staff)
- A → Obtain Improved Information → Create improved fact Sheet → B (Other)
- Compile Survey / Evaluation results (UCB)
- Questions? → N → Compile Survey/Evaluation results; → A
- Priority Rank Opportunities (UCB)
- Questions? → A (District and HQ Staff); N → Priority Rank Opportunities
- Above the line? → N → c → Database of Opportunities for future action
- Above the line? → Implementation Planning