

Open4Citizens – Hackathon Evaluation

For completion by pilot evaluation teams



Preparations

What to do and know before the hackathon

How to use this document

It is hackathon-focused

Please see the more detailed explanation of data gathering for evaluation in the associated guidelines. There is an additional data gathering tool for other evaluation elements. This tool is a guide for gathering evaluation data related to the hackathon event.

Its use requires some preparation & follow-up

It is crucial that all pilots consult this document before the hackathon to ensure that all resources needed (people and equipment) are in place and that the process is clear. This document must be completed by each hackathon evaluator during and immediately after the hackathon. The final version shared with partners should be in English, even though you may choose to collect information in the local pilot language.

It ensures consistent O4C project data

A crucial part of our Open4Citizens project is documenting and analyzing what we do, how we do it and what effects this has. This document supports that process, ensuring consistent data gathering across the pilot locations.

It provides a summary set of material with multiple purposes

The document will be used for analysis and evaluation by consortium partners at the pilot level and also across pilots to extract O4C-wide learning. Pilots may choose to gather other and/or additional data for their own use. This document provides a summary of material gathered. This material can form the basis for dissemination activities after each hackathon.

It consists of the following sections:

- **Preparations;** reminders about activities at all stages
- **About Using the Tools;** overview and use guidance for tools
- **Hackathon Evaluation;** slides to fill out during the hackathon & complete as soon as possible after to upload to BaseCamp

If you have any questions regarding this document, please contact Janice Pedersen at Antropologerne:

jp@antropologerne.com

What to do to prepare *before* the hackathon



Recruit your evaluation team

- Assign an evaluation leader to be responsible for evaluation activities
- Recruit people to undertake the evaluation activities that will take place during the hackathon, i.e. the evaluation team
- You may need to recruit additional evaluators, e.g. social science students
- The evaluation team members will likely have other roles at the hackathon as well; the Open Data Lab Crew is people helping run the hackathon, who may or may not also be evaluators



Prepare your evaluation team

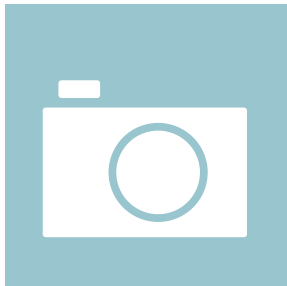
- Make sure to prep all team members thoroughly before the hackathons about what to do and what their role is
- Troubleshoot any questions
- Assign 1 evaluator to each participant team; some evaluators may have to cover more than 1 team



Prepare your materials

- **For the whole event:** consent forms, stickers for non-consenting participants
- **For each evaluator:** camera or phone with camera & enough storage space, printed copy of relevant parts of this document, notebook/-paper or electronic device for additional notes, pens, clipboard or folder to keep printed materials together
- **For the lead evaluator:** Printed copy of relevant document sections

What to do *during* the hackathon – TOP TIPS



Take lots of pictures

- Many picture of the same thing give you plenty to choose from
- Far away and close up; context and detail
- Of people, situations, interactions, food, objects, facilities, etc.
- Remember to always take photos in horizontal format for more use options



Talk to people

- Ask them about their experiences and write down what they say
- Remember to write direct quotes rather than interpretations
- Get them to explain what they are doing, thinking, feeling in specific situations
- Make a note of special occurrences, e.g. Eureka moments, disagreements and ask about them afterwards so you don't disrupt the flow of activity



Start filling out these evaluation documents

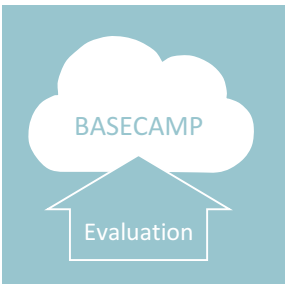
- All final material uploaded needs to be in English so if you complete this document in another language please make sure to translate it before submission
- Complete the document as soon as possible; we forget quickly!
- Keep sentences short and to the point, within the text boxes provided
- Use conclusive headings and sentences
- Write in the present tense

What to do *after* the hackathon



Back up all your evaluation material

- As soon as possible every day, back up all data
- Save all photos and video to a cloud location or external drive
- Scan/photograph and save all evaluation documents: participant lists, consent forms



Record information written on all starter kit tools

- Scan/photograph all tools filled out during the hackathon
- Record and sort information by team and by day, e.g. indicated in file names used
- Save .ppt files of any additional inspiration cards made for your pilot

Complete this evaluation document

- Thoroughly fill out all slides in this document, including all photos as indicated.
- Translate the document if necessary



Upload final information to relevant folders on Basecamp (See Docs & Files)

- Contact Tomas at Experio Lab with any questions
- This includes pre-hack questionnaire information, e.g. from Eventbrite registration

Carry out or schedule immediate post-hack evaluation activities

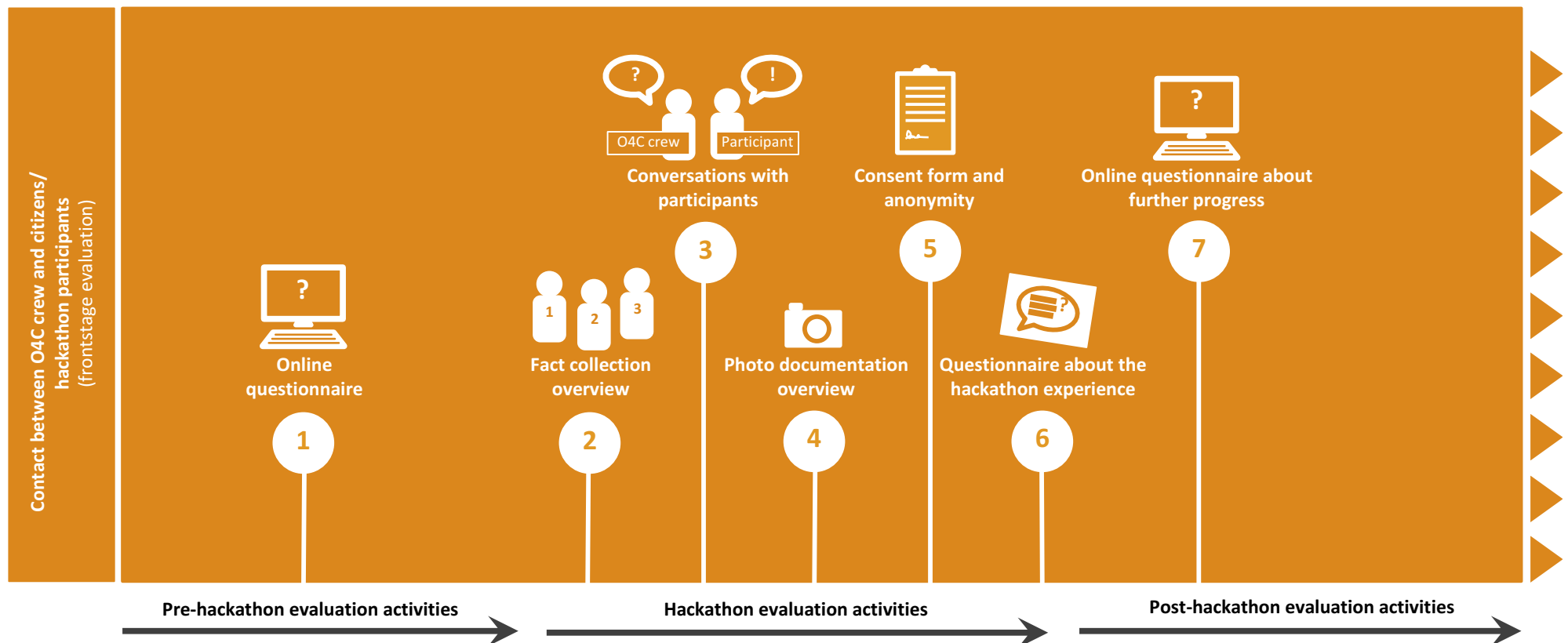
- See full evaluation guidelines for details. Especially post-hack questionnaire.

About Using the Tools

Overview and use guidance for tools used for evaluation data gathering activities

Overview of the data gathering tools

Below you see an overview of the tools available on the following pages for the evaluation data gathering.





1 Pre-hack participant questionnaire

Evaluation leader is responsible for data gathering.

In the first hackathon cycle, question responses are free text rather than filled drop-downs to avoid pre-determining responses.

Aim: This information about hackathon participants allows us to:

- Follow up with all/individual participants by email
- Determine gender balance in the hackathon
- Identify participants' self-identified skills
- Identify motivations for attending
- Determine which stakeholder group participants belong to

Timing: This information should be collected before the hackathon begins, i.e. at sign-up for the hackathon, e.g. via Eventbrite or other ticketing software, or at registration at the beginning of the hackathon event.

PROPOSED QUESTIONS based on Barcelona pilot:

*= optional response

1. First name
2. Last name
3. Email address
4. Date of birth
5. Gender
6. How did you find out about this hackathon?
7. Is there any specific knowledge that you would like to contribute to the hackathon?
8. What do you expect to gain from the hackathon?
9. Job title*
10. Company*
11. Website*



2 Fact collection overview

Evaluation leader is responsible for gathering overall data.

This general fact gathering is a useful overview of the hackathon for multiple uses, including a fact sheet to include as part of reporting to the European Commission.

Timing:

Use the registration data to complete this information. Bear in mind that people who have not registered online may show up on the first day or on other hackathon days. Be sure to capture registration information about them as well.

Facts that need to be collected:

- Number of participants (total):
- Number of men:
- Number of women:
- Number of teams:
- Number of people in the ODL crew facilitating the hackathon:

Stakeholders not in O4C crew/O4C partners

- Name:
- Organisation:
- Role:



3 Conversations with participants (and partners)

Each evaluator is responsible for data gathering related to their assigned team or teams. The main focus is on the participants in the hackathon.

The best conversations happen when you focus on participants' and partners' motivations and interest. Also keep the conversation specific, related to activities in progress or that have recently occurred.

General questions:

- What did you just do there?
- Can you explain why you did that?
- How did that make you feel?
- Who was involved and why?

Re: participant portrait & overall experiences:

- What brought you here today?
- What have you enjoyed most so far?
- What has been challenging?
- What skills have you used?
- What skills have you gained?

Re: tool use:

- Can you explain what you're doing? Why?
- How is the tool supporting you and your team?
- Is this tool useful? Why? Why not?

Pre-hackathon evaluation activities

Hackathon evaluation activities

Post-hackathon evaluation activities

4 Photo documentation overview

Each evaluator is responsible for data gathering related to their assigned team or teams.
The evaluation leader is especially responsible for ensuring that there are photos of the overall activity and context.

Timing:

To ensure that you have photos throughout the day, take photos often and also at regular intervals, e.g. set a phone reminder to take photos every half an hour. Take photos immediately before, during and immediately after the event, as well as during breaks in the schedule to provide rich contextual images.

Photos aid your memory and improve communication:

- Use photos taken in context and not staged
- Take colour photos not black and white
- Save photos in large file size (high resolution) for printing; they can always be reduced if necessary
- Clearly indicate if photos cannot be used in dissemination material, e.g. because we do not have consent from people in them

Tips for better photos:

- Think about lighting, composition, in focus shots and the focal point in the photo
- Take many photos of the same thing or situation
- Change perspective (e.g. from above, from below)
- Take photos from far away, close up and very close up
- Take photos of people in motion (on their way, activities, interactions)
- Photograph starter kit tool use in progress
- Photograph team activities and interactions
- Photograph teams' results



Take lots of pictures!

- Many pictures of the same thing give you plenty to choose from
- Far away and close up; context and detail
- Of people, situations, interactions, food, facilities, etc.
- Remember to always take photos in horizontal format for more use options

Pre-hackathon evaluation activities

Hackathon evaluation activities

Post-hackathon evaluation activities

5 Informed consent and anonymity: Guidelines

In order for us to use pictures of and quotes by hackathon participants, we need their consent.

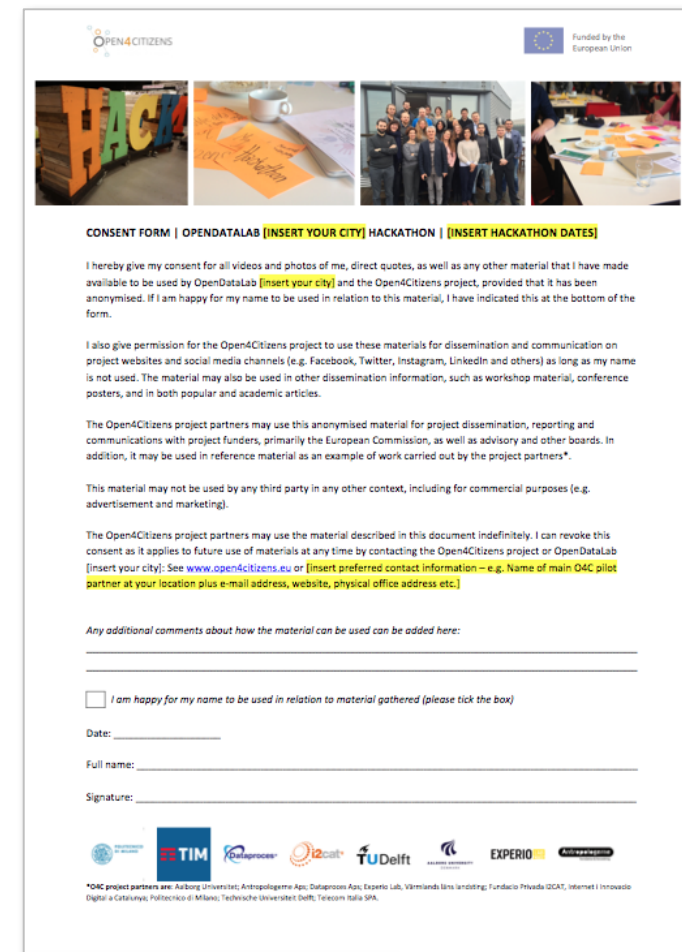
Timing: Ask participants to complete a consent form at registration on the day of the hackathon. Print one form per participant.

If consent isn't given: Ensure that we can easily recognise participants who don't want to be photographed or quoted by name. E.g. by sticking a round, coloured sticker on them. Keep a list of these participants for reference.

We use aliases as standard:

- While taking notes, you can use participants' real names
- In this reporting document and other material, use an alias as standard
- To create an alias that you're likely to remember, choose a name starting with the same letter as the real name
- Keep a list of real names and aliases securely

All consent forms should be scanned and kept for at least two years beyond the end of the project.



Consent Form | OPENDATALAB | [INSERT YOUR CITY] HACKATHON | [INSERT HACKATHON DATES]

I hereby give my consent for all videos and photos of me, direct quotes, as well as any other material that I have made available to be used by OpenDataLab [insert your city] and the Open4Citizens project, provided that it has been anonymised. If I am happy for my name to be used in relation to this material, I have indicated this at the bottom of the form.

I also give permission for the Open4Citizens project to use these materials for dissemination and communication on project websites and social media channels (e.g. Facebook, Twitter, Instagram, LinkedIn and others) as long as my name is not used. The material may also be used in other dissemination information, such as workshop material, conference posters, and in both popular and academic articles.

The Open4Citizens project partners may use this anonymised material for project dissemination, reporting and communications with project funders, primarily the European Commission, as well as advisory and other boards. In addition, it may be used in reference material as an example of work carried out by the project partners*.

This material may not be used by any third party in any other context, including for commercial purposes (e.g. advertisement and marketing).

The Open4Citizens project partners may use the material described in this document indefinitely. I can revoke this consent as it applies to future use of materials at any time by contacting the Open4Citizens project or OpenDataLab [insert your city]: See www.open4citizens.eu or [insert preferred contact information – e.g. Name of main O4C pilot partner at your location plus e-mail address, website, physical office address etc.]

Any additional comments about how the material can be used can be added here:

☐ I am happy for my name to be used in relation to material gathered (please tick the box)

Date: _____

Full name: _____

Signature: _____

*O4C project partners are: Aalborg University; Antropologer ApS; Delapros ApS; Experio Lab; Vrije Universiteit Amsterdam; Fundacio Privada ICAT; Internet i Innovacio Digital a Catalunya; Politecnico di Milano; Technische Universiteit Delft; Telecom Italia SPA.



6 Post-hack participant questionnaire 1 – immediate follow-up

In the first hackathon cycle, question responses are free text rather than filled drop-downs to avoid pre-determining responses.

Aim: This information about hackathon participants allows us to:

- Follow up with all/individual participants
- Identify whether participants felt they contributed to the hackathon
- Identify whether motivations for attending were fulfilled
- Follow up to request further information or engage with interested stakeholders

Timing: This information should be collected soon after the hackathon, e.g. via Eventbrite or e-mail. Ideally, send the questionnaire 1-2 days after the end of the event, with a reminder a week later to ensure that the material is available for completing the hackathon evaluation material.

PROPOSED QUESTIONS:

*=optional response

1. First name
2. Last name
3. Email address
4. What were you able to contribute to the hackathon?
5. What did you gain from the hackathon?
6. Would you take part in an Open4Citizens OpenDataLab [insert city] hackathon again?
7. Why?*
8. Would you be happy for us to contact you personally again? If so, please give us your preferred contact information below (phone number, e-mail address).*

Please note that we will send all hackathon participants one more follow-up e-mail in a month from now.

9. Any other comments?*



7 Post-hack participant questionnaire 2 – determining further progress

This follow-up is part of further identifying gains for participants from the hackathon and progress in solution development.

Aim: This information about hackathon participants allows us to:

- Begin to map an emerging network from the hackathon
- Identify further gains by participants
- Identify individuals who are interested in developing solutions further
- Identify what support is needed, e.g. the beginnings of an OpenDataLab support system

Timing: 1 month after the hackathon. This will allow participants enough time to follow up on and reflect on hackathon activities.

PROPOSED QUESTIONS:

*=optional response

1. First name
2. Last name
3. Email address
4. Have you been in contact with any other hackathon participants in the past month?
5. If so, whom and why?*
6. In the last month, have you worked further on the solution your team developed in the hackathon?
7. If so, what have you done? Who have you worked with?*
8. Do you plan to continue working on this solution?
9. Do you need any support to further develop your solution?
10. If so, what support do you need?*
11. Any other comments?*

Hackathon Evaluation for Partners

Name: _____

Date: _____

Organisation: _____

To what extent did the hackathon meet your expectations? Why?

(Put a cross on the scale below. 1= not at all, 5= completely. Please explain briefly in a comment below.)

Not at all ☹️ 1 ----- 2 ----- 3 ----- 4 ----- 5 ☺️ Completely

Comment:

In your view: what did the hackathon achieve?
challenging aspect of the hackathon?

Do you have any suggestions for improvement?

In your view: what was the most

Hackathon Evaluation for Open Data Lab Crew & Evaluation Team

Name: _____

Date: _____

Organisation: _____

To what extent did the hackathon meet your expectations? Why?

(Put a cross on the scale below. 1= not at all, 5= completely. Please explain briefly in a comment below.)

Not at all ☹️ 1 ----- 2 ----- 3 ----- 4 ----- 5 ☺️ Completely

Comment:

In your view, what did the hackathon achieve?
challenging aspect of the hackathon?

Do you have any suggestions for improvement?

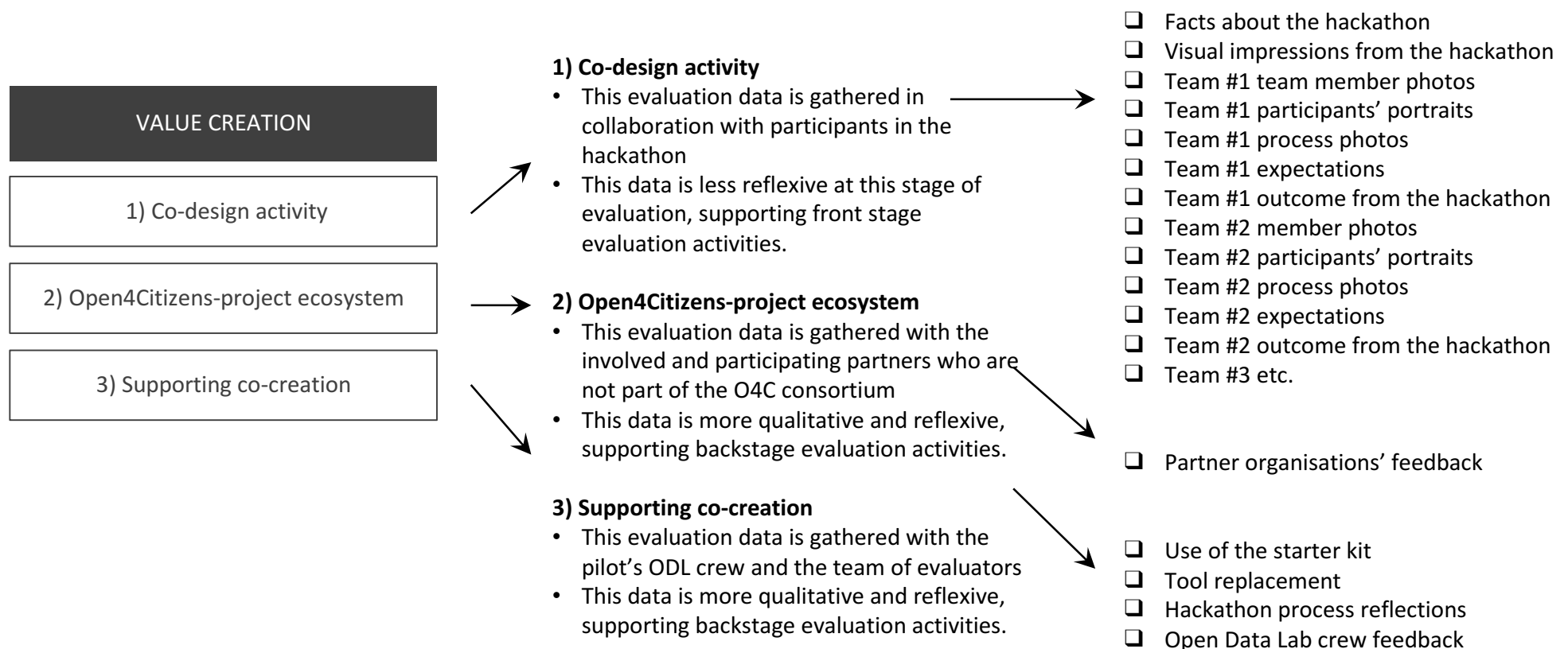
In your view, what was the most

Hackathon evaluation

Slides to fill out during the hackathon and complete following the hackathon in each pilot location

Hackathon evaluation check list

The aim of the hackathon evaluation is to document and reflect on the value created by carrying out hackathons exploring the use of open data. The three areas of value creation defined in the O4C project are visualised below. The hackathon evaluation activity is structured in line with the three areas of value creation.



VALUE CREATION

1) Co-design activity

2) Open4Citizens-project ecosystem

3) Supporting co-creation

Facts about the hackathon

Fill out the facts below. Make a copy of the slide and adapt relevant sections if necessary.

Info from data gathering tool:

2

Overall facts

Hackathon dates: [insert]

Location/venue: [insert]

Theme: [insert]

Total number of participants: [insert]

Number of men: [insert]

Number of women: [insert]

Number of teams: [insert]

Number of people who took part in facilitation (ODL crew):
[insert]

Non-O4C consortium stakeholders or partners

Name: [insert]

Organisation: [insert]

Role: [insert]

Name: [insert]

Organisation: [insert]

Role: [insert]

[Copy, paste and repeat as needed]

Evaluation team

Write the team number they evaluated, their name and their e-mail address:

- [insert]
- [insert]
- ...

Impressions from the hackathon

Copy this entire slide to insert more photos with comments.

Insert photos on these slides and write a short description at the bottom. Write a message-driven headline in the text box.

Info from data gathering tool:

3

4

5



Team #1, Team member photos

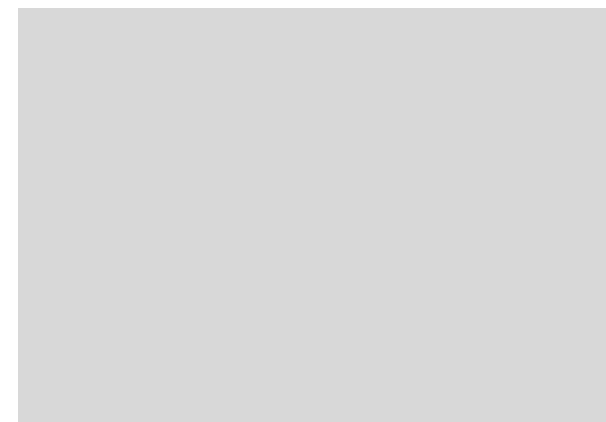
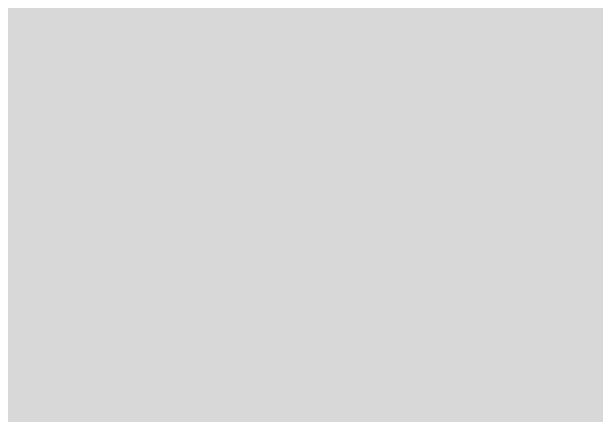
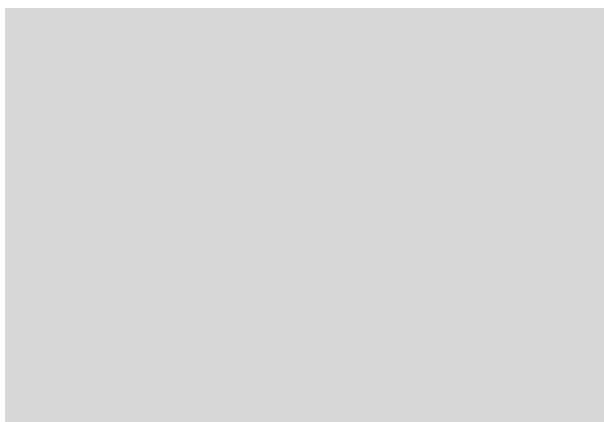
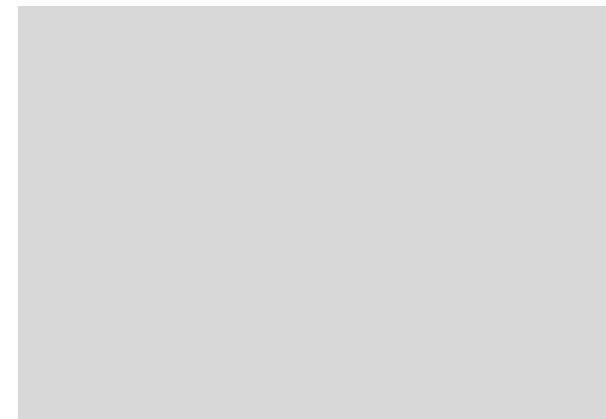
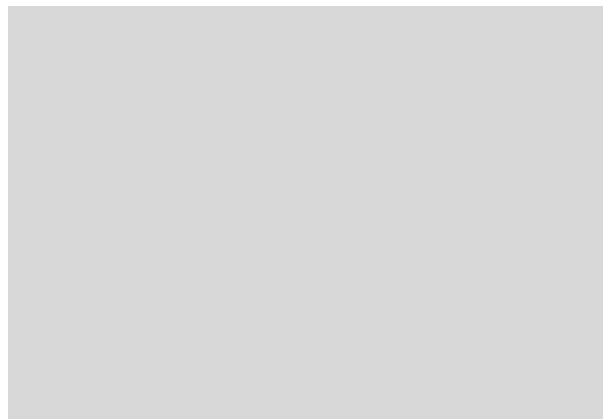
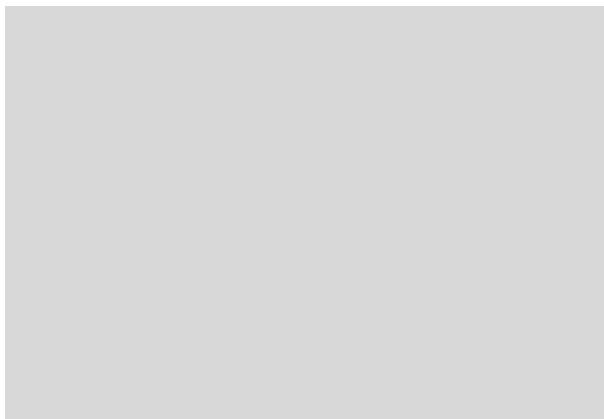
*Insert photos of individual team members with their alias in text below. *If the person wants to be anonymous, take a picture of their hands, for example.*

Info from data gathering tool:

3

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Team #1, Participant portrait: [insert alias]

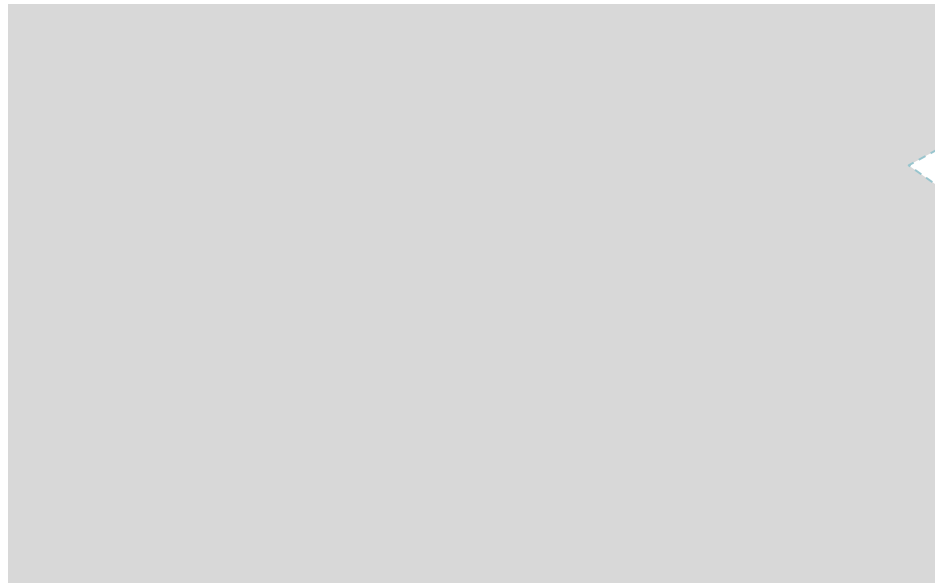
Copy this entire slide to make more portraits (3 portraits pr. team is the minimum). Fill out the text areas in [brackets]. Insert portrait photo.

Info from data gathering tool:

3

4

5



"[insert good quote about motivation for participating or about experienced outcome]"

[insert alias]

FACTS ABOUT PARTICIPANT

Alias: [insert]

Age: [insert]

Occupation: [insert]

Level of experience with open data: [insert]

What product/service did the participant develop/work on?:
[insert]

MOTIVATION AND OUTCOME

[text about why the participant chose to take part in the hackathon, and what their experience was: did he/she gain new knowledge/skills/networks?]

Team #1, Participant portrait: [insert alias]

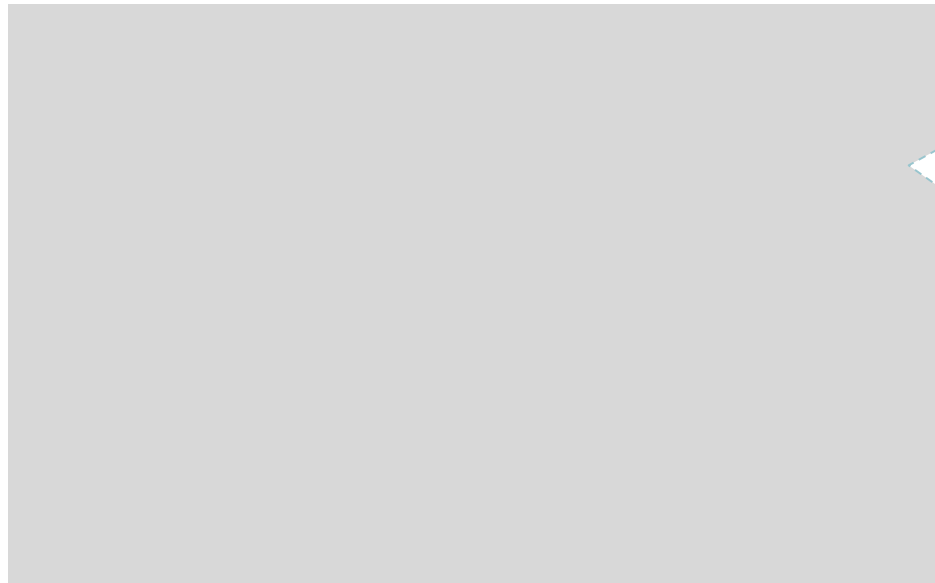
Copy this entire slide to make more portraits (3 portraits pr. team is the minimum). Fill out the text areas in [brackets]. Insert portrait photo.

Info from data gathering tool:

3

4

5



"[insert good quote about motivation for participating or about experienced outcome]"

[insert alias]

FACTS ABOUT PARTICIPANT

Alias: [insert]

Age: [insert]

Occupation: [insert]

Level of experience with open data: [insert]

What product/service did the participant develop/work on?:
[insert]

MOTIVATION AND OUTCOME

[text about why the participant chose to take part in the hackathon, and what their experience was: did he/she gain new knowledge/skills/networks?]

Team #1, Process photos

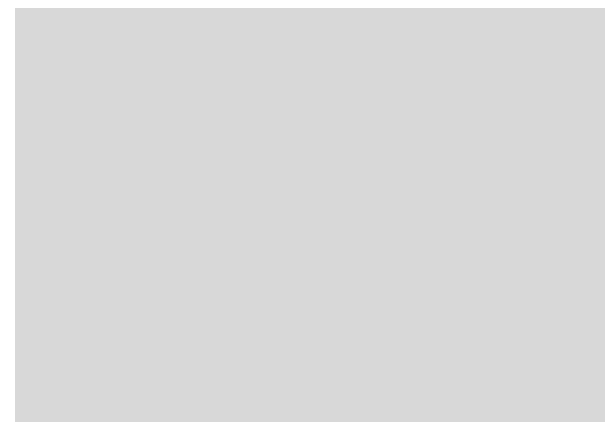
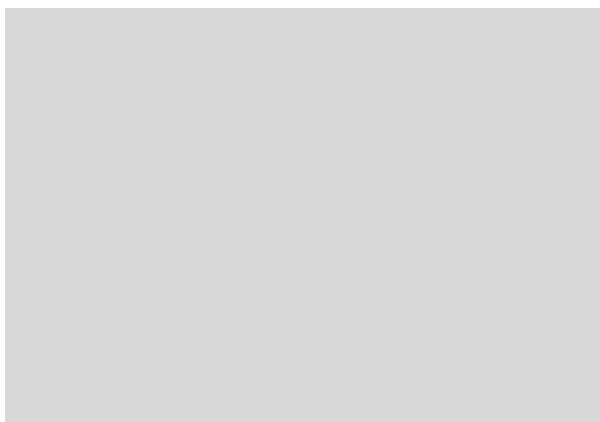
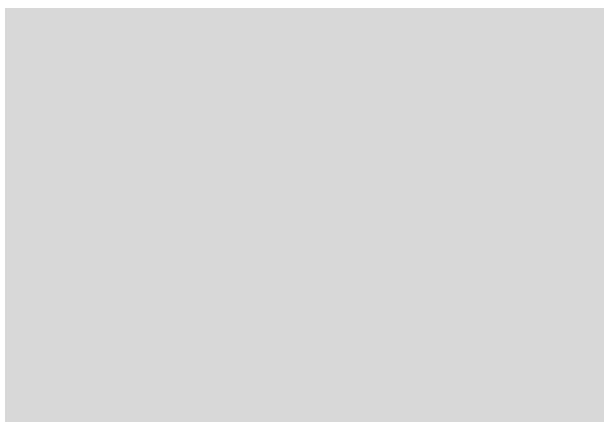
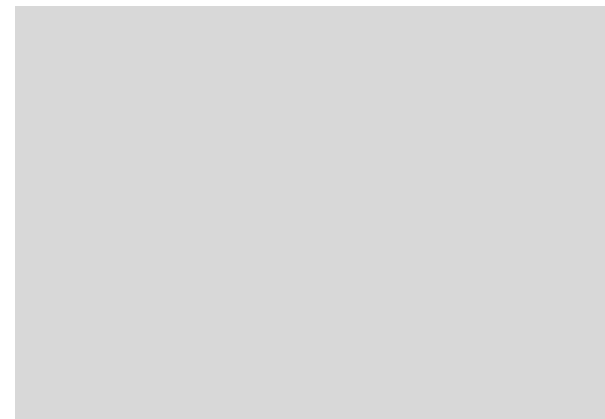
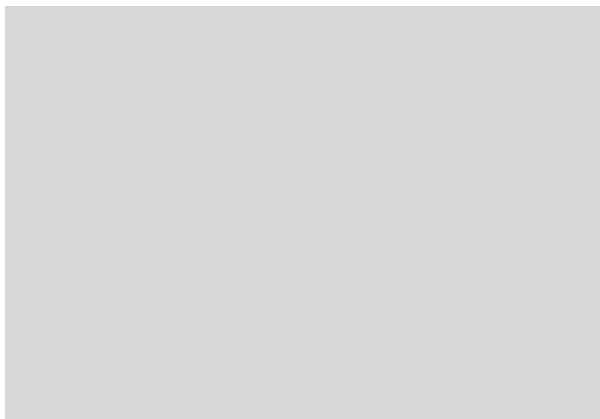
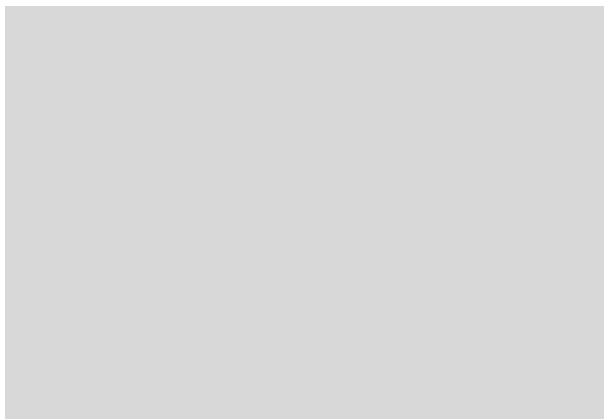
Insert photos of key situations from the team's hackathon process. Write a short text about the observation.

Info from data gathering tool:

3

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Team #1, Expectations

Move this X to the line below to show your assessment of the degree to which the team's expectations were met



Info from data gathering tool:

3

6

Illustration of the extent to which the hackathon met team #[insert team number]'s expectations:

Not at all 😞 1 ----- 2 ----- 3 ----- 4 ----- 5 😊 Completely

Why?: [write brief description]

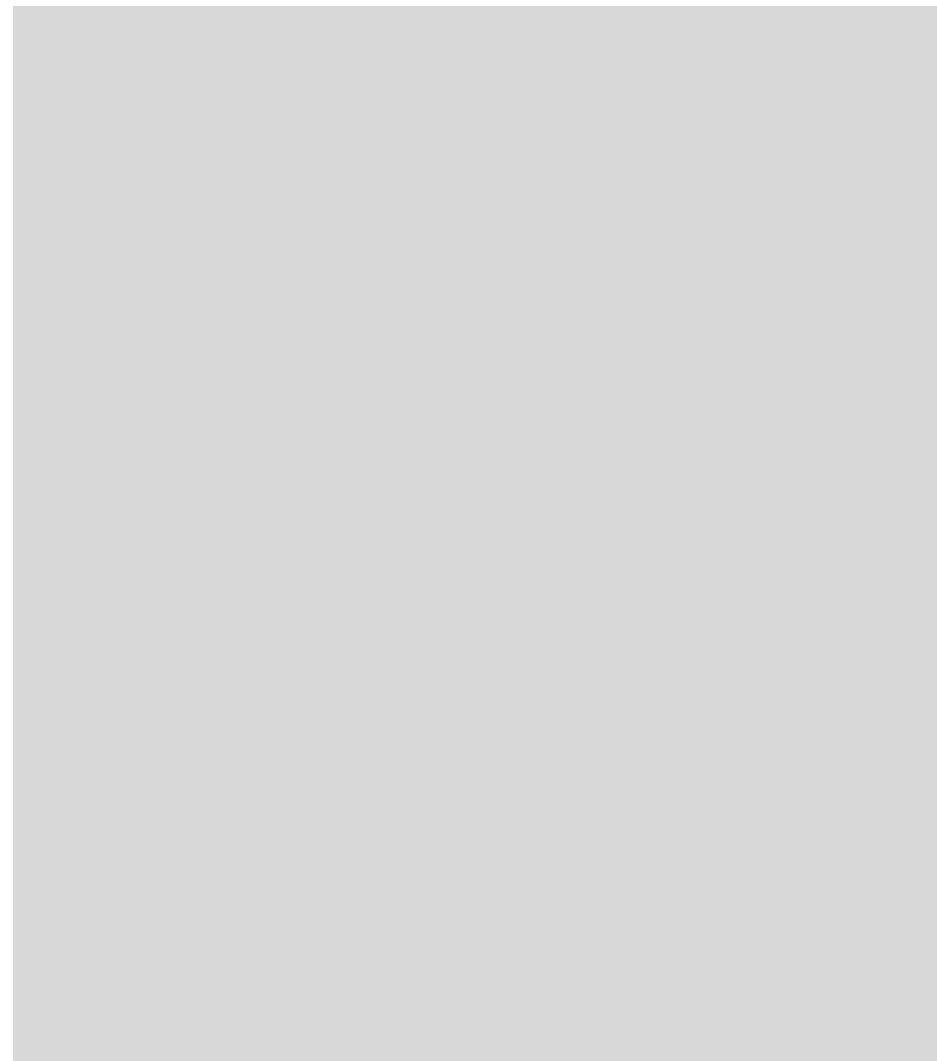
Team #1, Outcome from the hackathon

Info from data gathering tool:

Copy this entire slide to insert more photos. Insert photo and text below about the team's outcome from the hackathon, e.g. a product, a solution, a situation.

6

7



Team #2, Team member photos

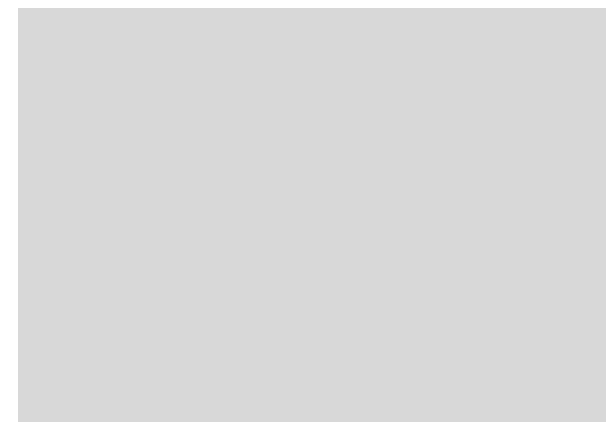
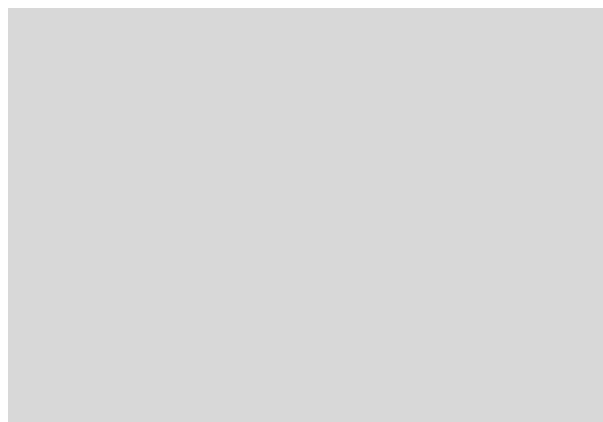
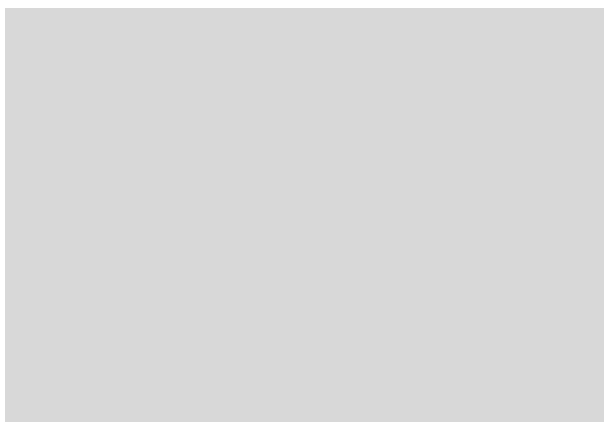
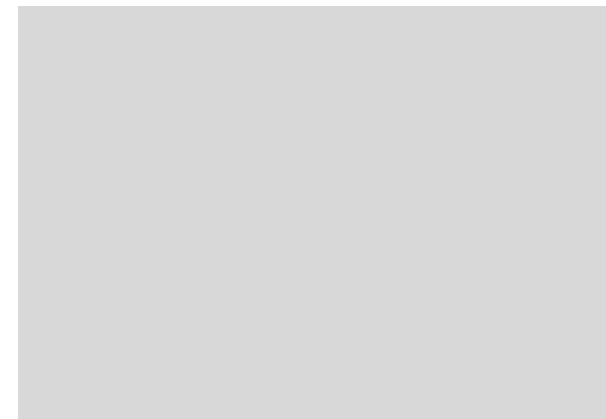
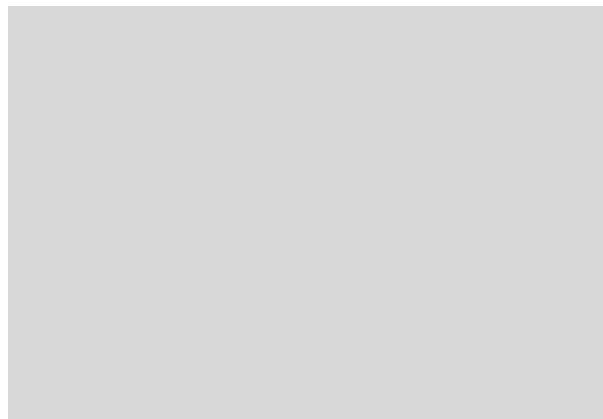
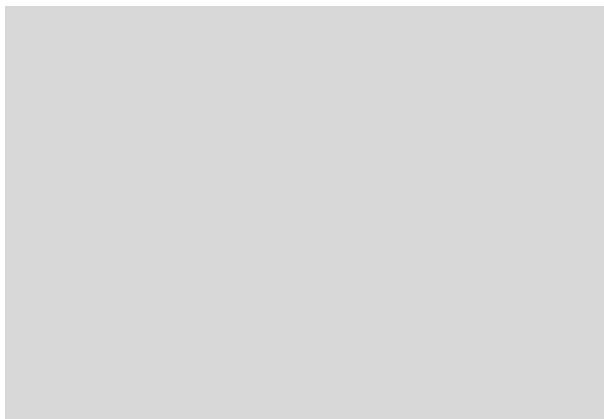
*Insert photos of individual team members with their alias in text below. *If the person wants to be anonymous, take a picture of their hands, for example.*

Info from data gathering tool:

3

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Team #2, Participant portrait: [insert alias]

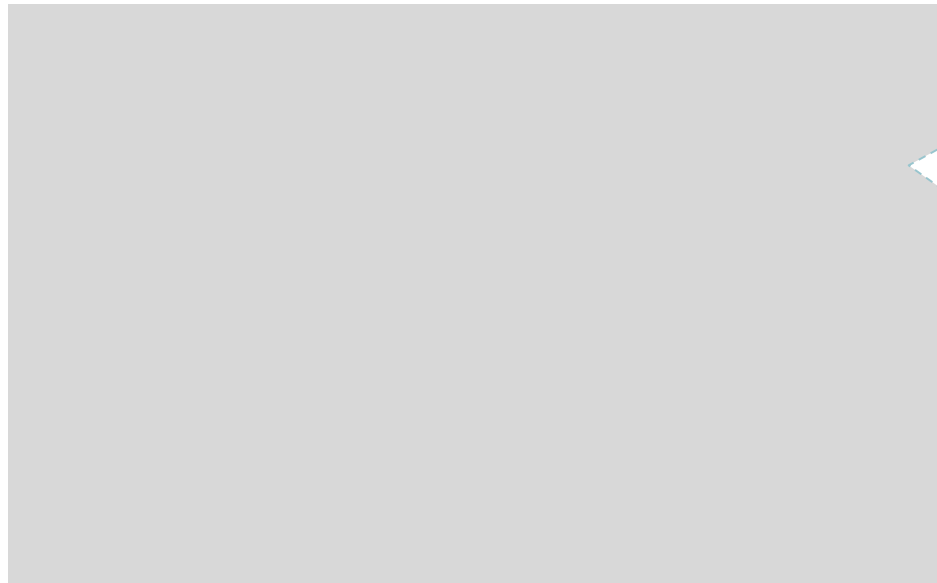
Copy this entire slide to make more portraits (3 portraits pr. team is the minimum). Fill out the text areas in [brackets]. Insert portrait photo.

Info from data gathering tool:

3

4

5



"[insert good quote about motivation for participating or about experienced outcome]"

[insert alias]

FACTS ABOUT PARTICIPANT

Alias: [insert]

Age: [insert]

Occupation: [insert]

Level of experience with open data: [insert]

What product/service did the participant develop/work on?:
[insert]

MOTIVATION AND OUTCOME

[text about why the participant chose to take part in the hackathon, and what their experience was: did he/she gain new knowledge/skills/networks?]

Team #2, Participant portrait: [insert alias]

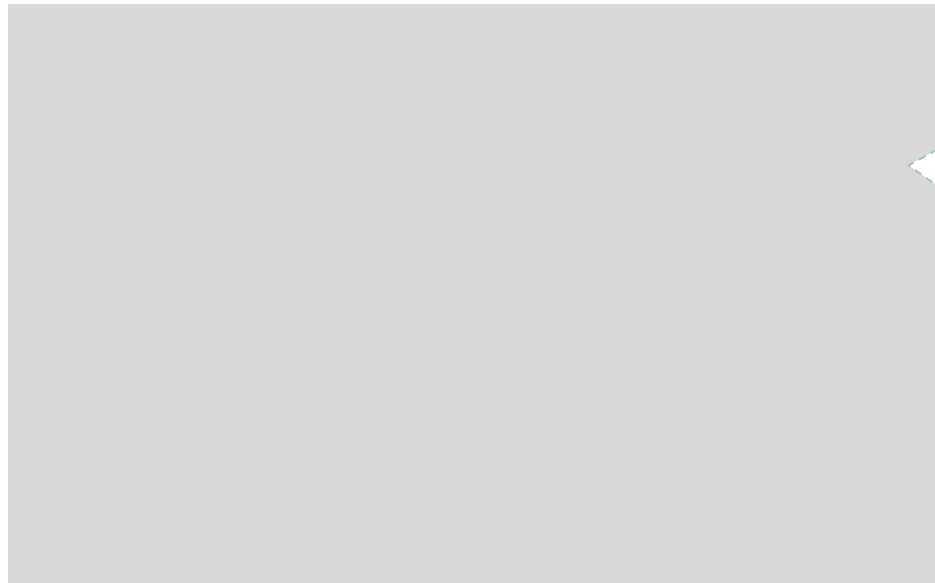
Copy this entire slide to make more portraits (2 portraits pr. Team is the minimum). Fill out the text areas in [brackets]. Insert portrait photo.

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"[insert good quote about motivation for participating or about experienced outcome]"

[insert alias]

FACTS ABOUT PARTICIPANT

Alias: [insert]

Age: [insert]

Occupation: [insert]

Level of experience with open data: [insert]

What product/service did the participant develop/work on?:
[insert]

MOTIVATION AND OUTCOME

[text about why the participant chose to partake in the hackathon, and what their experience was: did he/she gain new knowledge/skills/networks?]

Team #2, Process photos

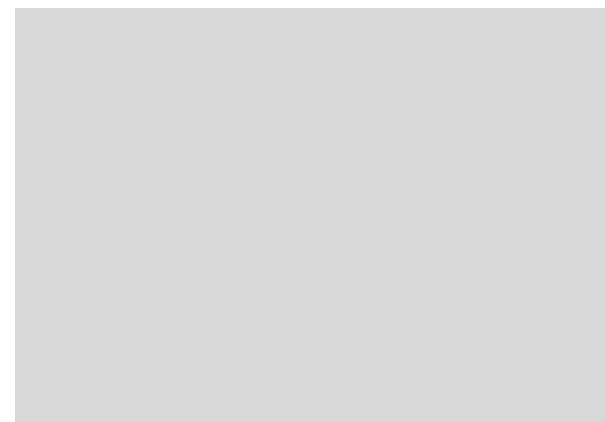
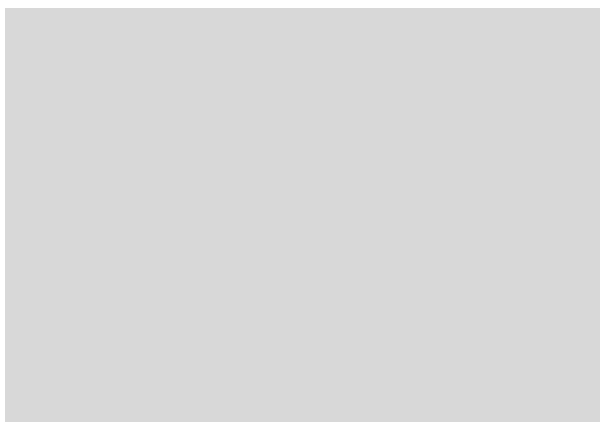
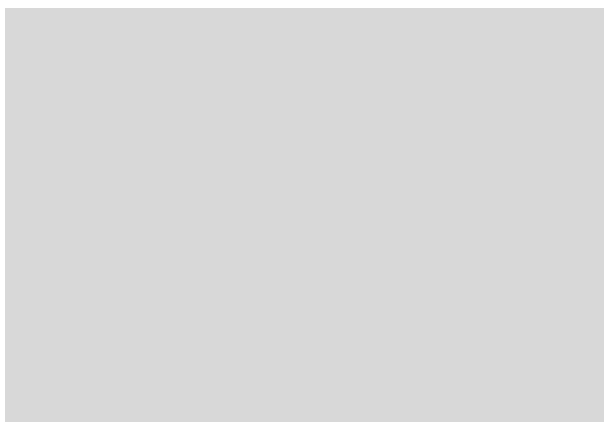
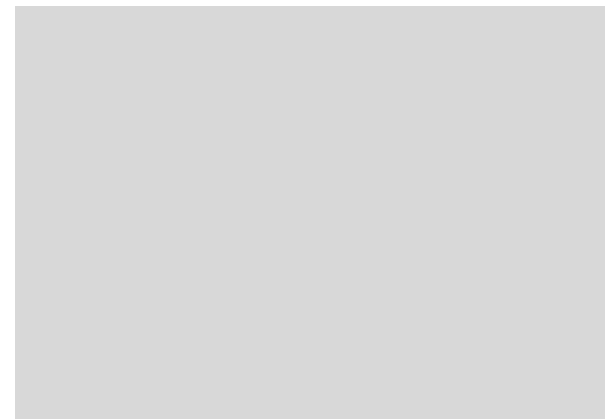
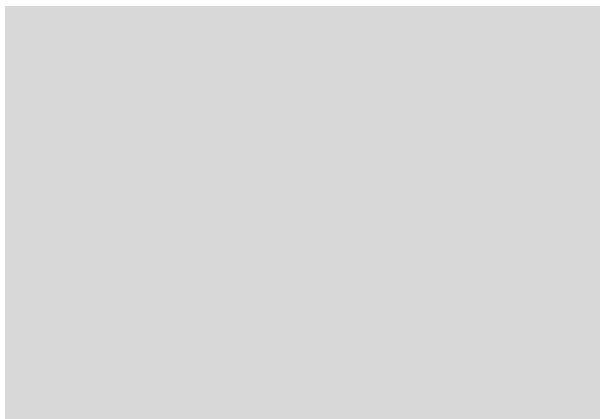
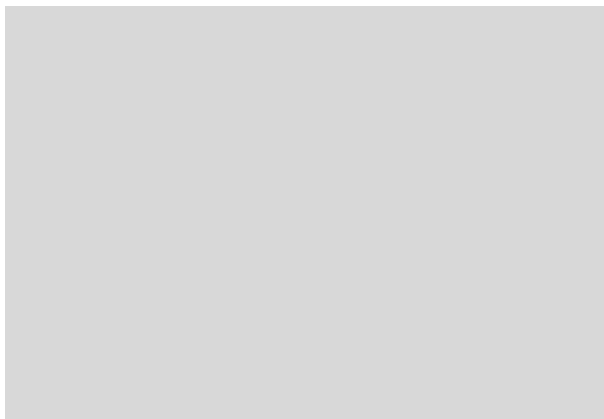
Insert photos of key situations from the team's hackathon process. Write a short text about the observation.

Info from data gathering tool:

3

4

5



Team #2, Expectations

Move this X to the line below to show your assessment of to which degree the team's expectations were met.



Info from data gathering tool:

3

6

Illustration of the extent to which the hackathon met team #[insert team number]'s expectations:

Not at all 😞 1 ----- 2 ----- 3 ----- 4 ----- 5 😊 Completely

Why?: [write description]

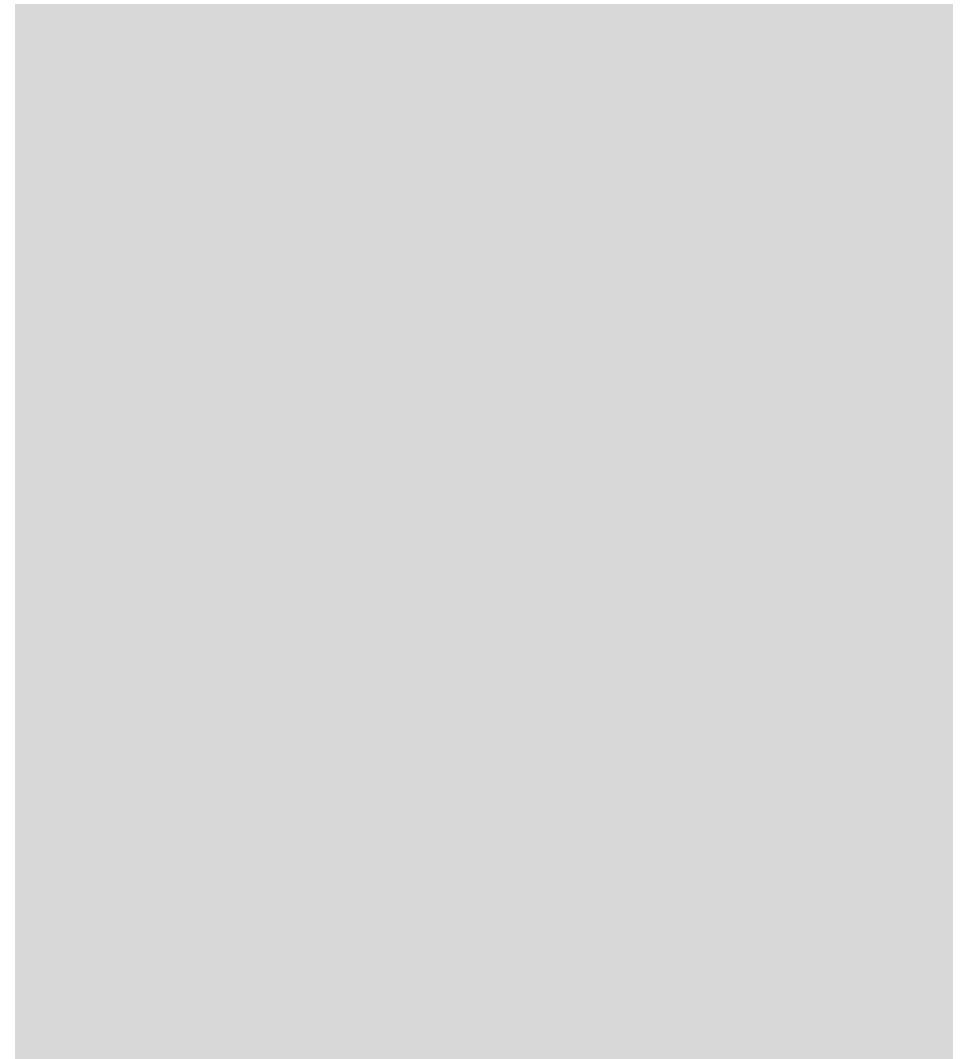
Team #2, Outcome from the hackathon

Info from data gathering tool:

6

7

Copy this entire slide to insert more photos. Insert photo and text below about the team's outcome from the hackathon, e.g. a product, a solution, a situation.



Team #3, Team member photos

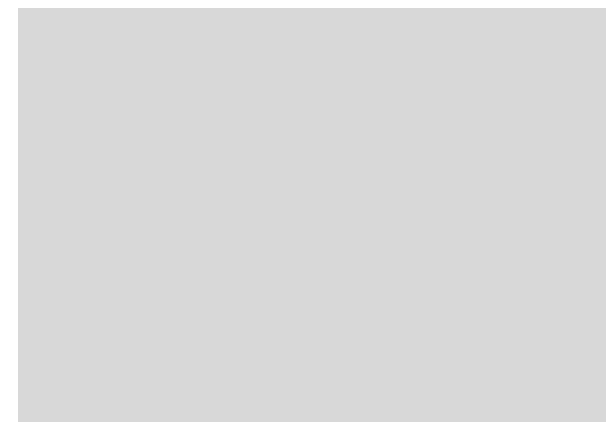
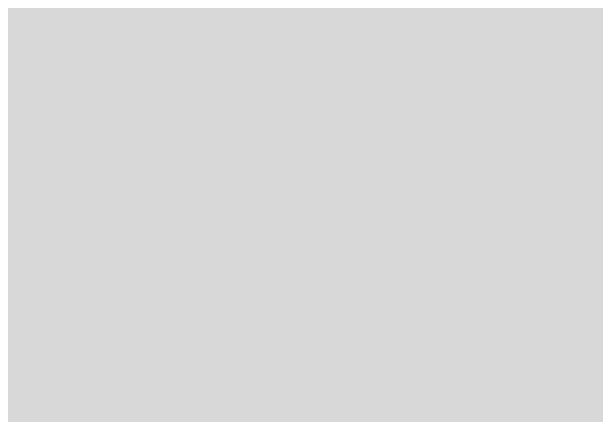
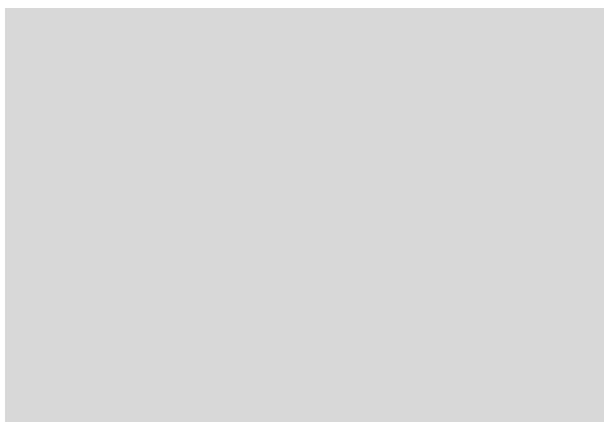
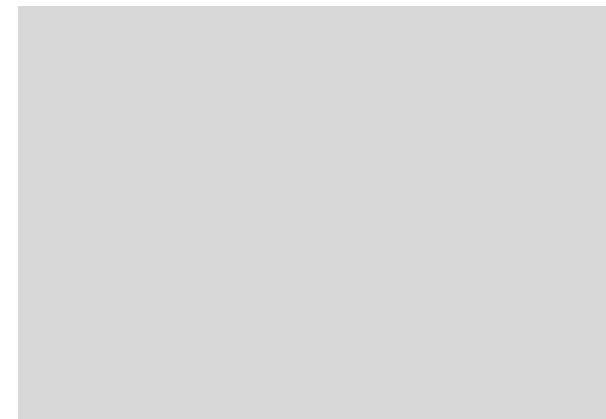
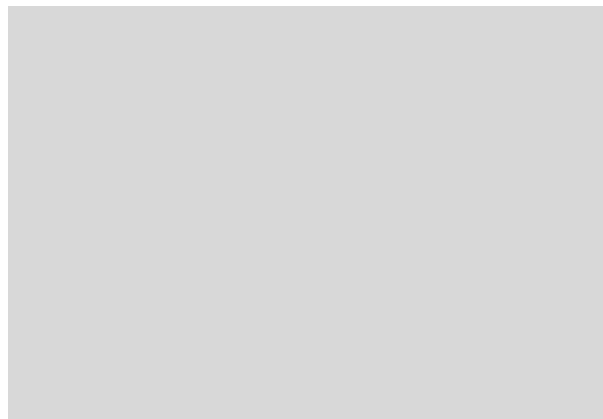
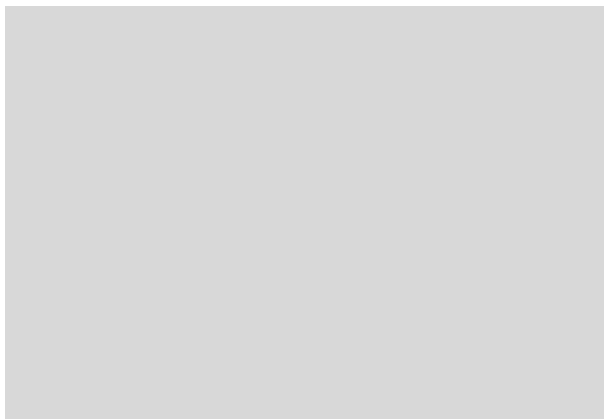
*Insert photos of individual team members with their alias in text below. *If the person wants to be anonymous, take a picture of their hands, for example.*

Info from data gathering tool:

3

4

5



Team #3, Participant portrait: [insert alias]

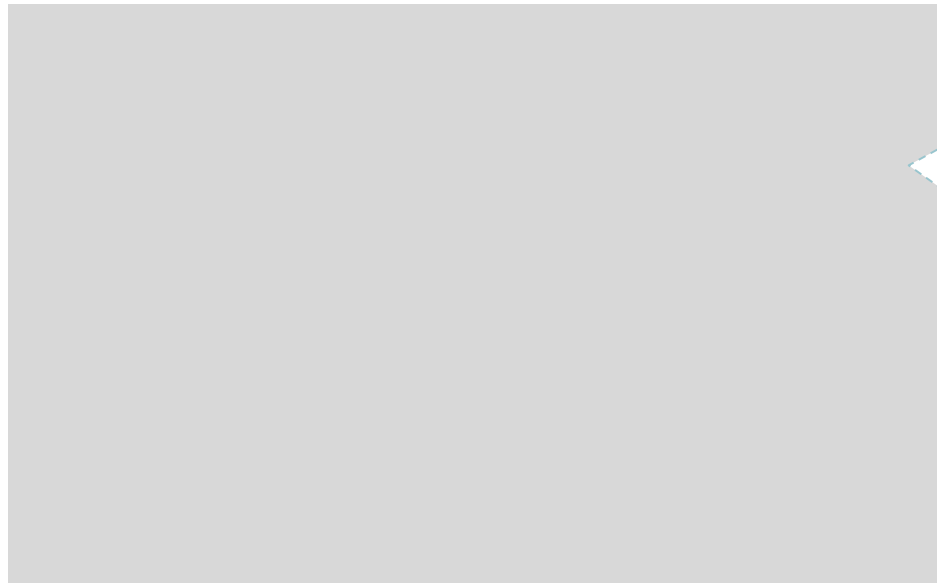
Copy this entire slide to make more portraits (3 portraits pr. team is the minimum). Fill out the text areas in [brackets]. Insert portrait photo.

Info from data gathering tool:

3

4

5



"[insert good quote about motivation for participating or about experienced outcome]"

[insert alias]

FACTS ABOUT PARTICIPANT

Alias: [insert]

Age: [insert]

Occupation: [insert]

Level of experience with open data: [insert]

What product/service did the participant develop/work on?:
[insert]

MOTIVATION AND OUTCOME

[text about why the participant chose to take part in the hackathon, and what their experience was: did he/she gain new knowledge/skills/networks?]

Team #3, Participant portrait: [insert alias]

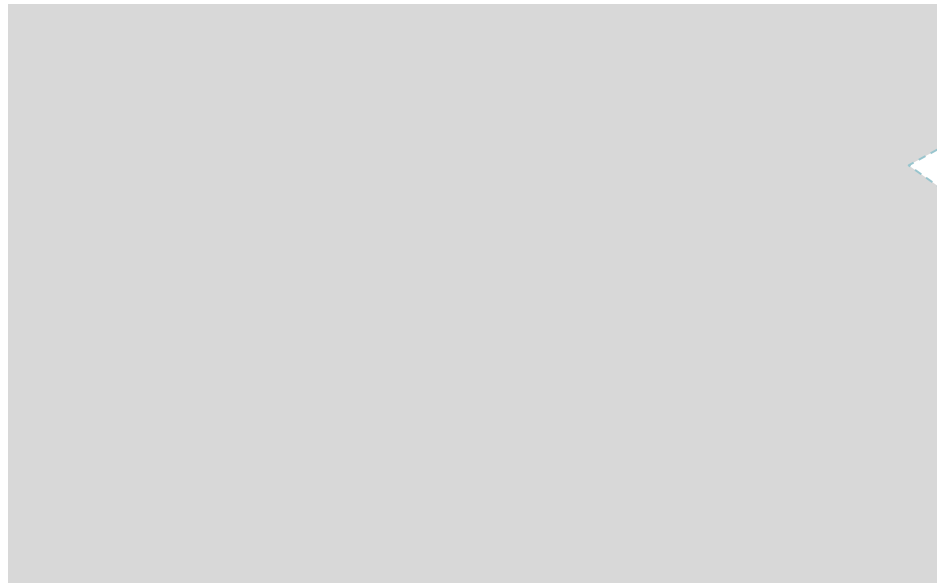
Copy this entire slide to make more portraits (2 portraits pr. Team is the minimum). Fill out the text areas in [brackets]. Insert portrait photo.

Info from data gathering tool:

3

4

5



"[insert good quote about motivation for participating or about experienced outcome]"

[insert alias]

FACTS ABOUT PARTICIPANT

Alias: [insert]

Age: [insert]

Occupation: [insert]

Level of experience with open data: [insert]

What product/service did the participant develop/work on?:
[insert]

MOTIVATION AND OUTCOME

[text about why the participant chose to take part in the hackathon, and what their experience was: did he/she gain new knowledge/skills/networks?]

Team #3, Process photos

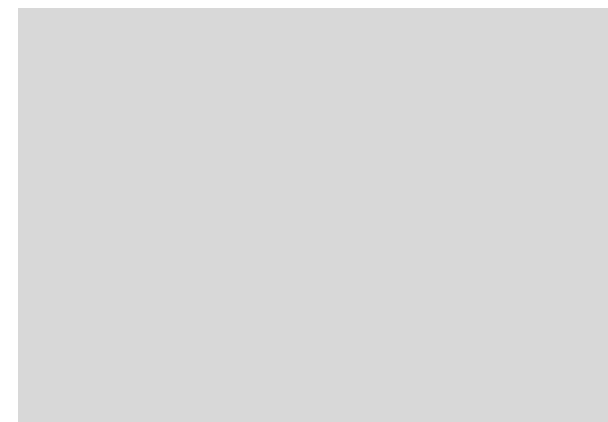
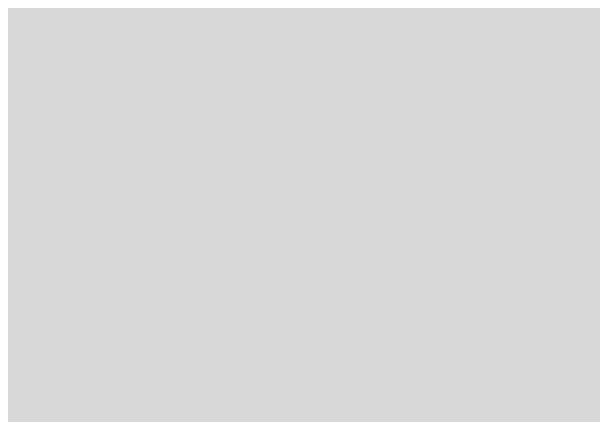
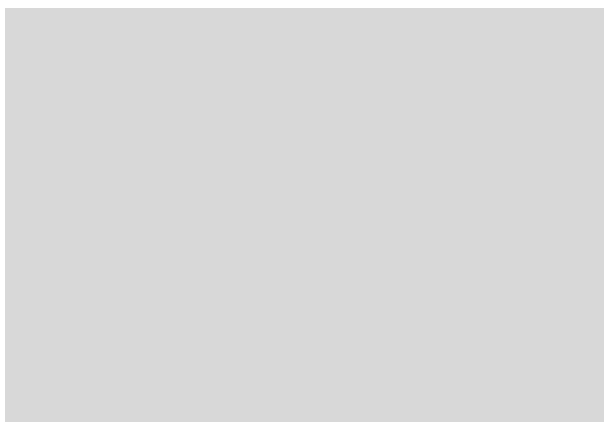
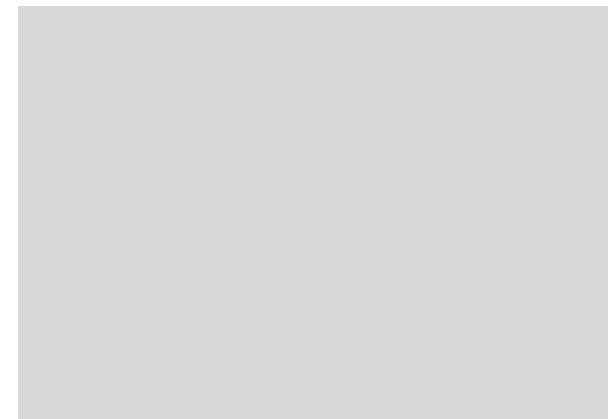
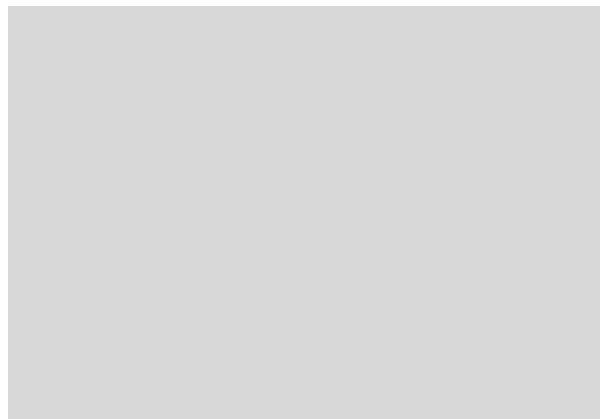
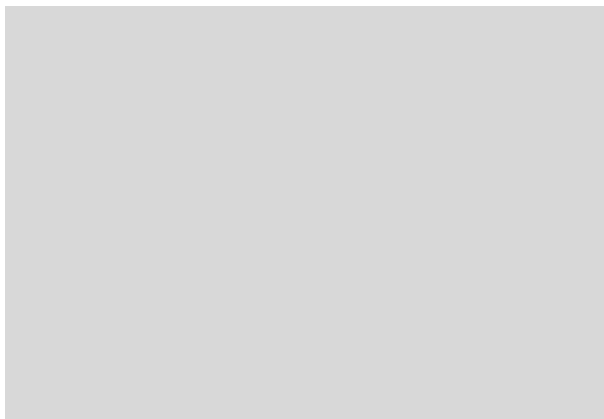
Insert photos of key situations from the team's hackathon process. Write a short text about the observation.

Info from data gathering tool:

3

4

5



Team #3, Expectations

Move this X to the line below to show your assessment of to which degree the team's expectations were met.



Info from data gathering tool:

3

6

Illustration of the extent to which the hackathon met team #[insert team number]'s expectations:

Not at all 😞 1 ----- 2 ----- 3 ----- 4 ----- 5 😊 Completely

Why?: [write description]

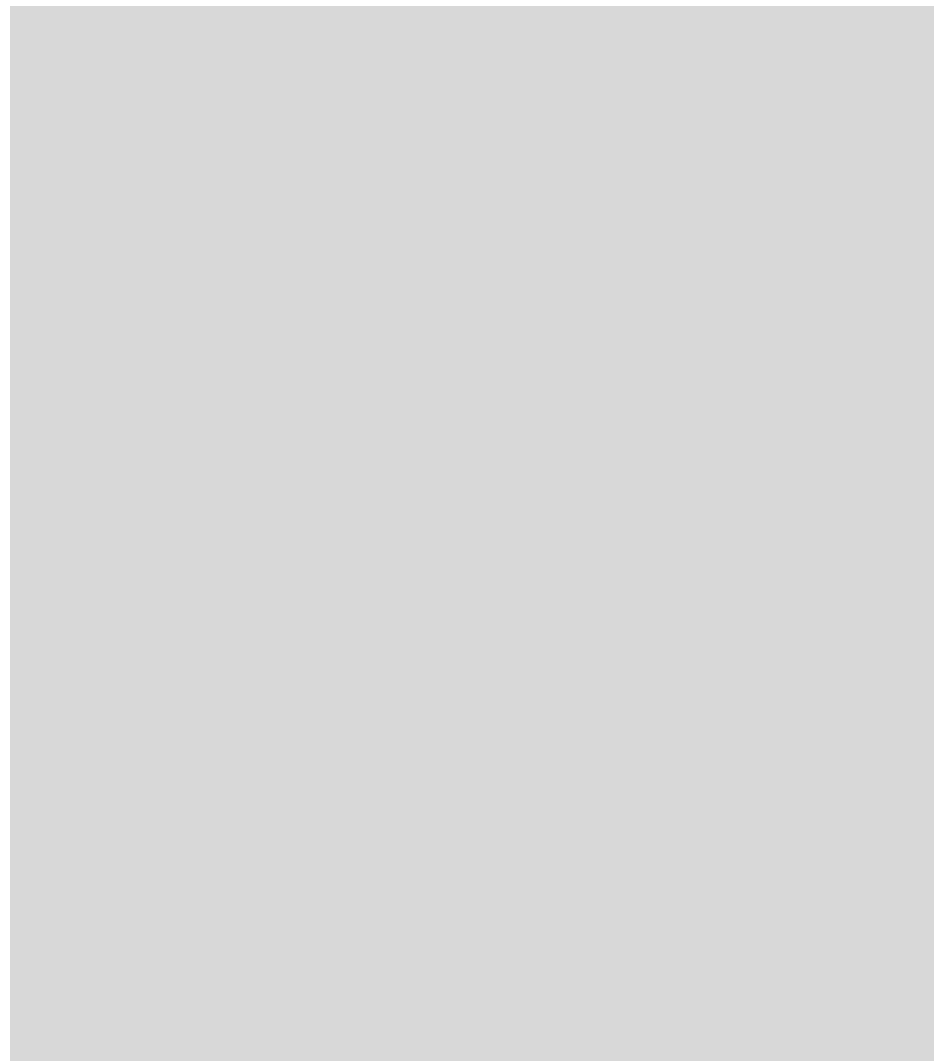
Team #3, Outcome from the hackathon

Info from data gathering tool:

Copy this entire slide to insert more photos. Insert photo and text below about the team's outcome from the hackathon, e.g. a product, a solution, a situation.

6

7



Team #[insert team number], Team member photos

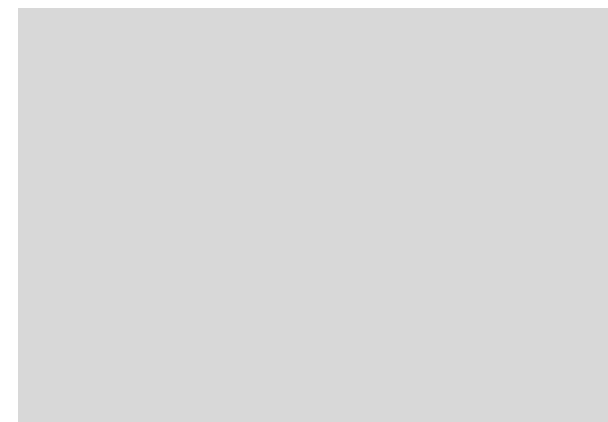
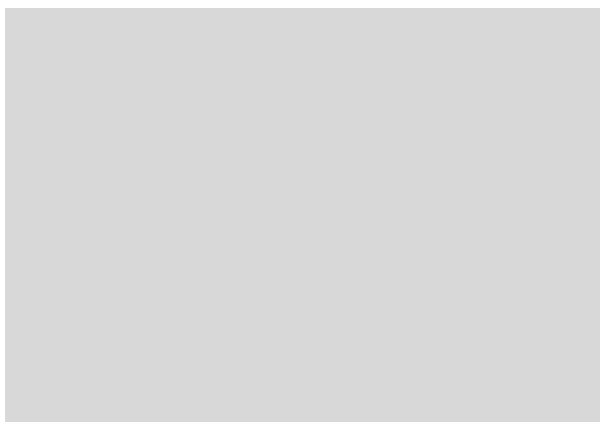
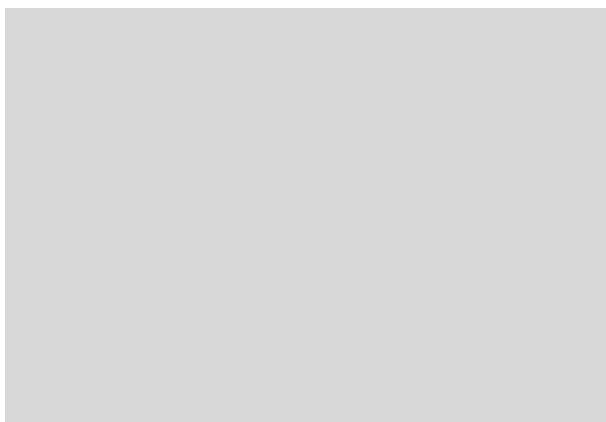
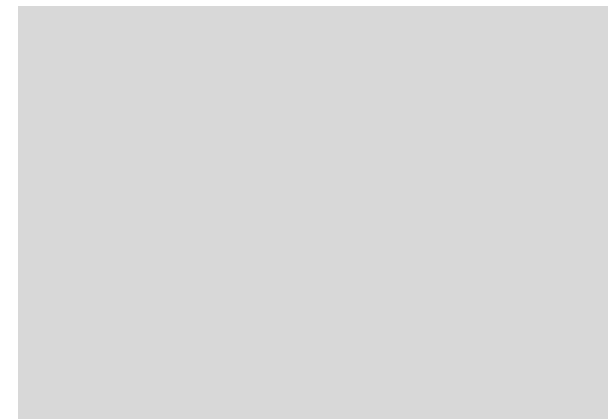
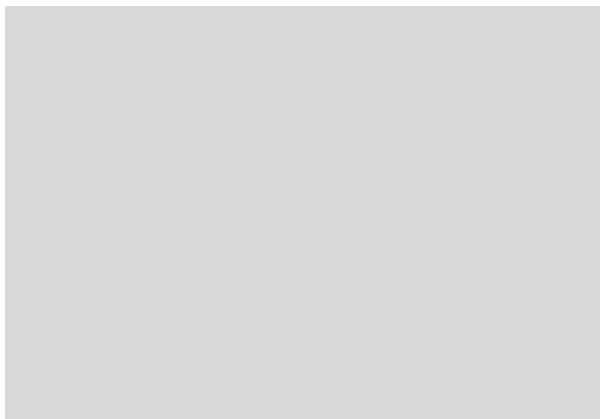
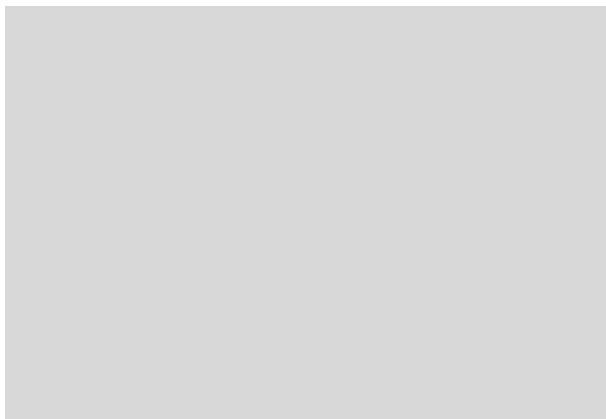
*Insert photos of individual team members with their alias in text below. *If the person wants to be anonymous, take a picture of their hands, for example.*

Info from data gathering tool:

3

4

5



Team #[insert team number], Participant portrait: [insert alias]

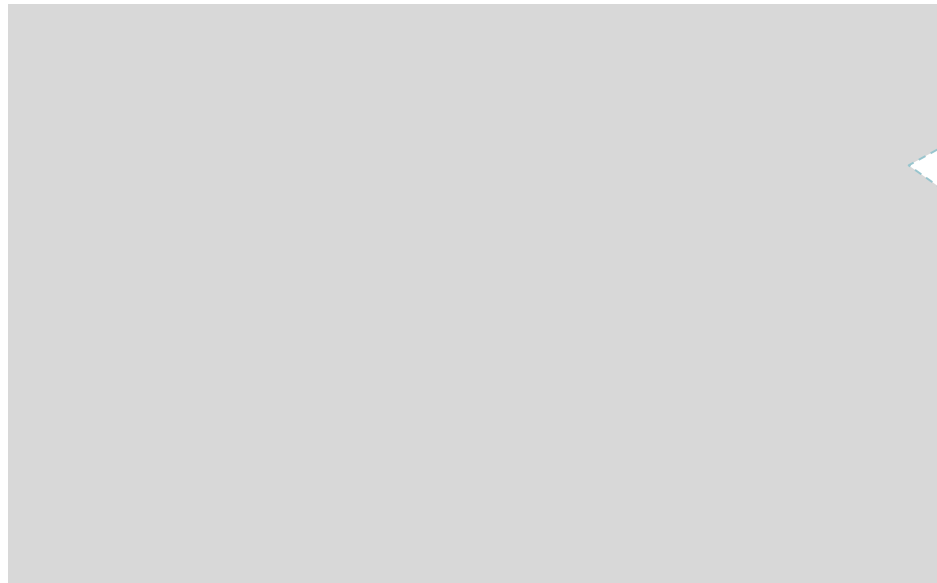
Copy this entire slide to make more portraits (3 portraits pr. Team is the minimum). Fill out the text areas in [brackets]. Insert portrait photo.

Info from data gathering tool:

3

4

5



"[insert good quote about motivation for participating or about experienced outcome]"

[insert alias]

FACTS ABOUT PARTICIPANT

Alias: [insert]

Age: [insert]

Occupation: [insert]

Level of experience with open data: [insert]

What product/service did the participant develop/work on?:
[insert]

MOTIVATION AND OUTCOME

[text about why the participant chose to take part in the hackathon, and what their experience was: did he/she gain new knowledge/skills/networks?]

Team #[insert team number], Participant portrait: [insert alias]

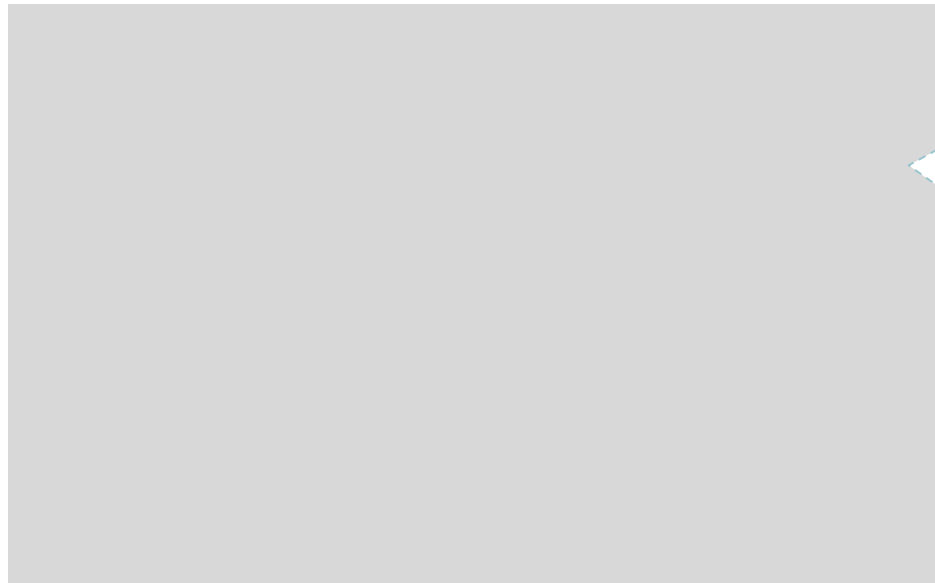
Copy this entire slide to make more portraits (2 portraits pr. Team is the minimum). Fill out the text areas in [brackets]. Insert portrait photo.

Info from data gathering tool:

3

4

5



"[insert good quote about motivation for participating or about experienced outcome]"

[insert alias]

FACTS ABOUT PARTICIPANT

Alias: [insert]

Age: [insert]

Occupation: [insert]

Level of experience with open data: [insert]

What product/service did the participant develop/work on?:
[insert]

MOTIVATION AND OUTCOME

[text about why the participant chose to take part in the hackathon, and what their experience was: did he/she gain new knowledge/skills/networks?]

Team #[insert team number], Process photos

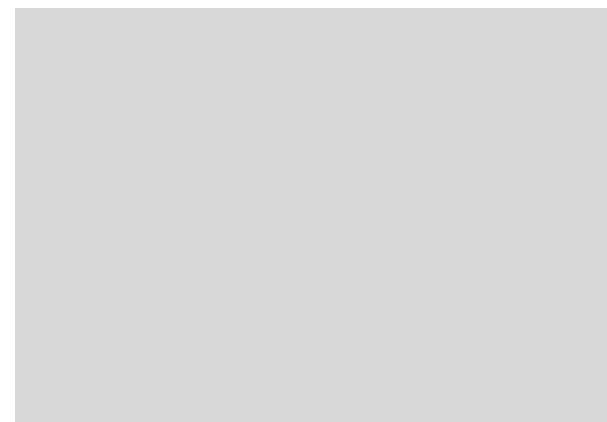
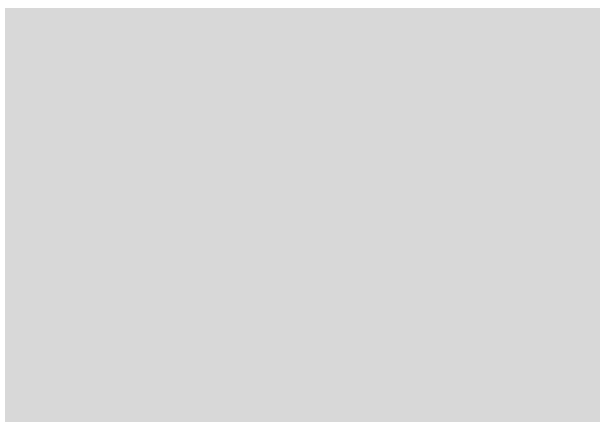
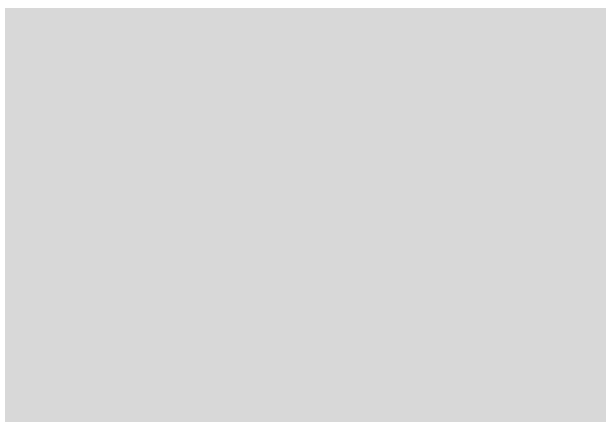
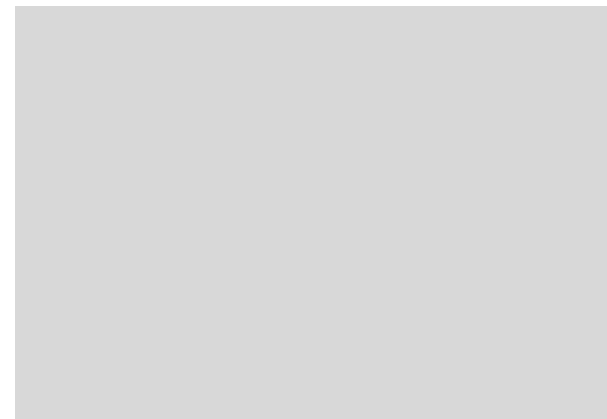
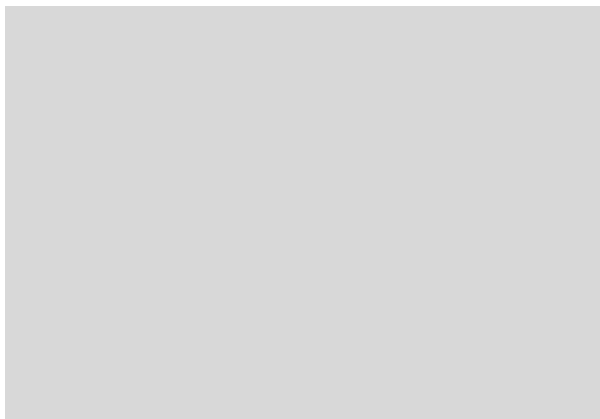
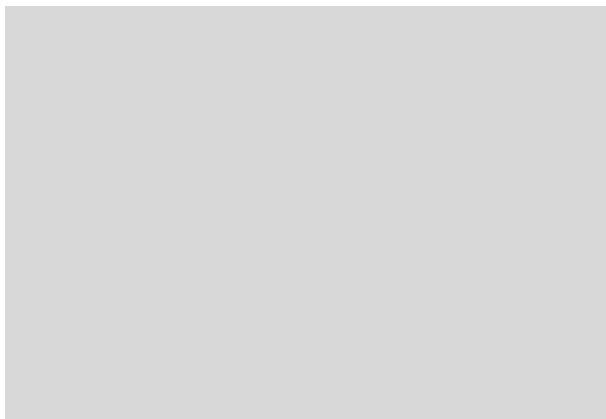
Insert photos of key situations from the team's hackathon process. Write a short text about the observation.

Info from data gathering tool:

3

4

5



Team #[insert team number], Expectations

Move this X to the line below to show your assessment of to which degree the team's expectations were met.



Info from data gathering tool:

3

6

Illustration of the extent to which the hackathon met team #[insert team number]'s expectations:

Not at all 😞 1 ----- 2 ----- 3 ----- 4 ----- 5 😊 Completely

Why?: [write description]

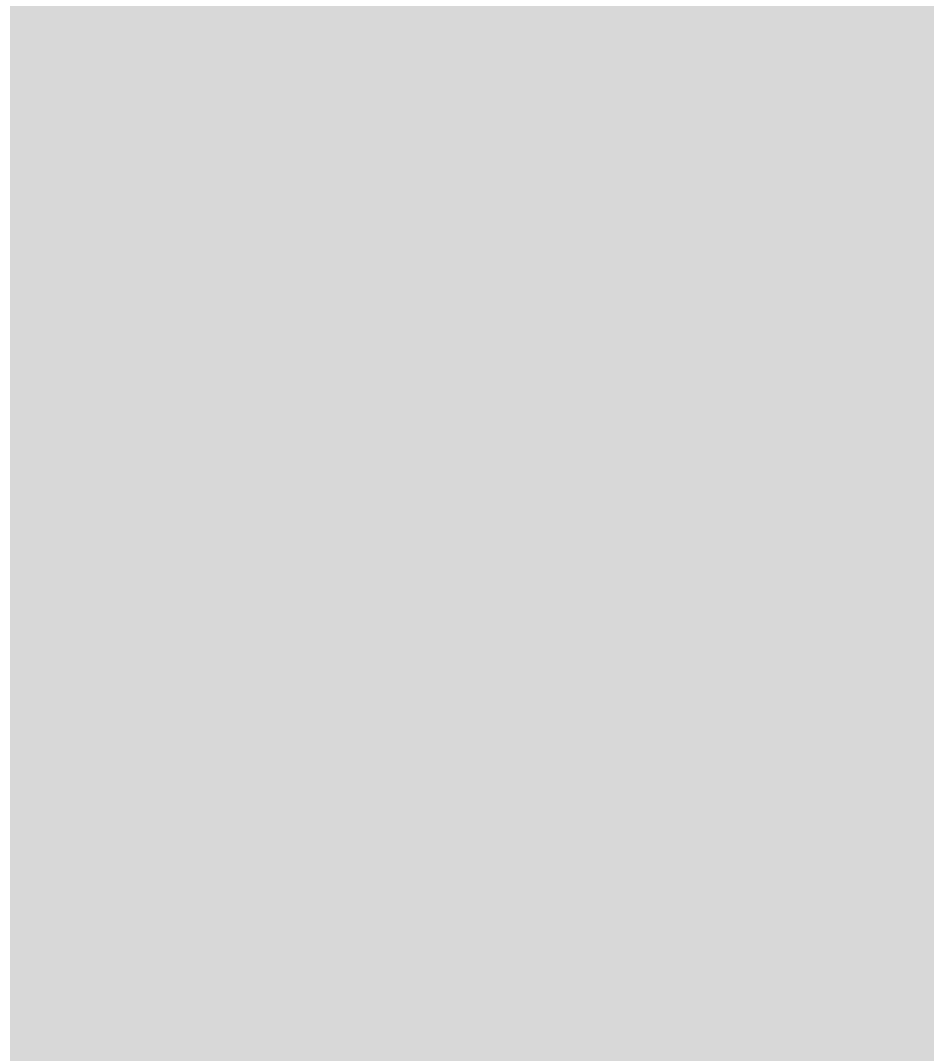
Team #[insert team number], Outcome from the hackathon

Info from data gathering tool:

Copy this entire slide to insert more photos. Insert photo and text below about the team's outcome from the hackathon, e.g. a product, a solution, a situation.

6

7



VALUE CREATION

1) Co-design activity

2) Open4Citizens-project ecosystem

3) Supporting co-creation

Partner: [insert name of organisation], Expectations

Move this X to the line below to show to which degree the organisation's expectations were met.

Fill in text. Completing this slide can also be supported by information from evaluation forms filled out by partners. See forms in 'About the Tools', above..



Info from data gathering tool:

3

6

Illustration of to which extend the hackathon met the organisation's expectations:

Not at all ☹️ 1 ----- 2 ----- 3 ----- 4 ----- 5 😊 Completely

Why?: [write description]

Achievements from the hackathon:

[write description]

The most challenging aspect of the hackathon:

[write description]

Suggestions for improvement of the hackathon:

[write description]

VALUE CREATION

1) Co-design activity

2) Open4Citizens-project ecosystem

3) Supporting co-creation

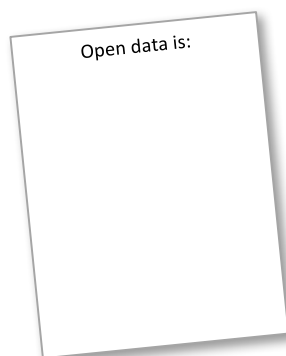
Info from O4C local evaluation crew discussion
and from data gathering tool:

3

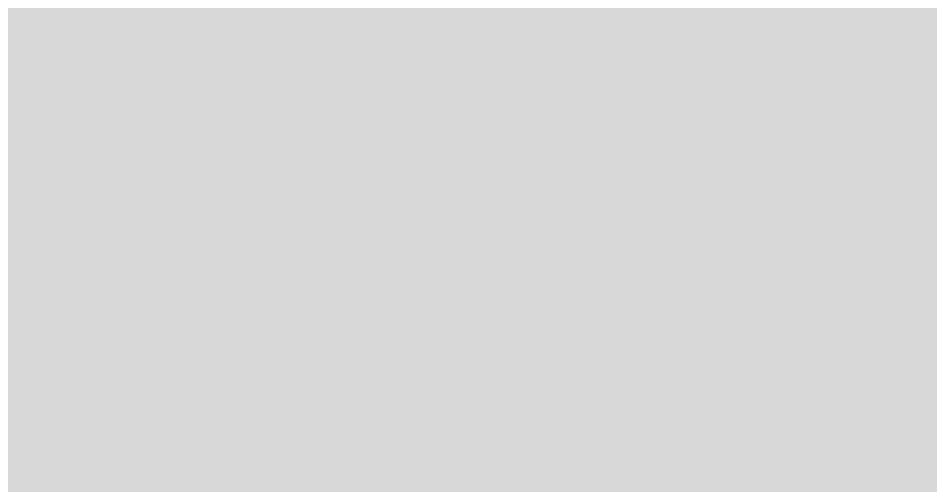
4

O4C/ODL crew [insert city], Use of tools 1/9

On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.



Open data introduction



Info from O4C local evaluation crew discussion
and from data gathering tool:

3

4

O4C/ODL crew [insert city], Use of tools 2/9

On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.



Inspiration cards

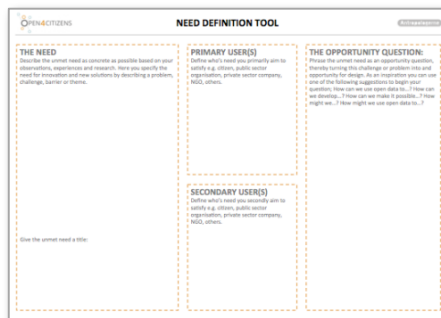
Info from O4C local evaluation crew discussion
and from data gathering tool:

3

4

O4C/ODL crew [insert city], Use of tools 3/9

On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.

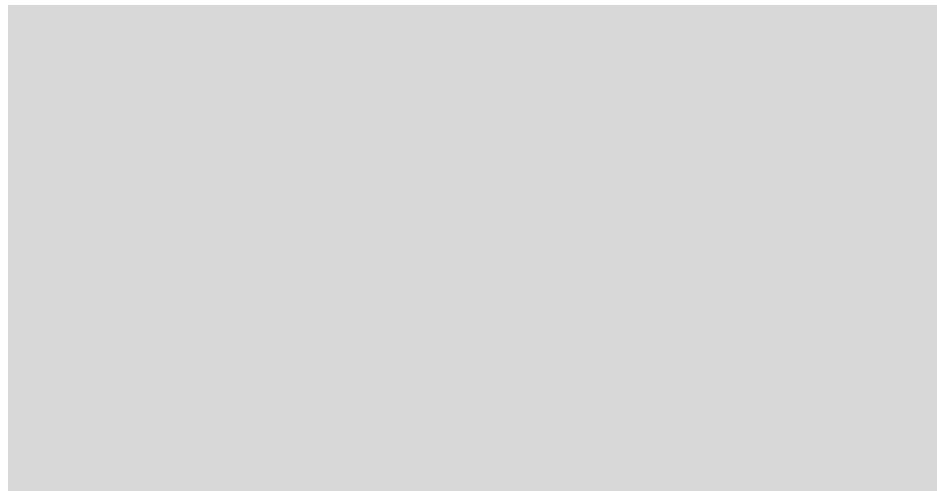


The screenshot shows a digital form titled "NEED DEFINITION TOOL". It is divided into four main sections with dashed orange borders:

- THE NEED:** Contains instructions to describe the current need as concrete as possible based on past observations, experiences and research. It asks to specify the need for innovation and new solutions by describing a problem, challenge, barrier or theme.
- PRIMARY USER(S):** Asks to define who the need primarily aims to benefit, with examples like citizens, public sector, organisations, private sector companies, NGOs, others.
- SECONDARY USER(S):** Asks to define whom the need also aims to benefit, with the same examples as the primary users section.
- THE OPPORTUNITY QUESTION:** Asks to phrase the current need as an opportunity question, thereby turning the challenge or problem into an opportunity for change. It provides a template: "As an opportunity we can see one of the following suggestions to begin with: '...'. Question: How can we see open data do it? ...? How can we develop it? ...? How can we make it possible? ...? How might we see it? ...? How might we see open data do it? ...?"

At the bottom left, there is a small text prompt: "Give the current need a title:".

Needs definition tool



Info from O4C local evaluation crew discussion
and from data gathering tool:

3

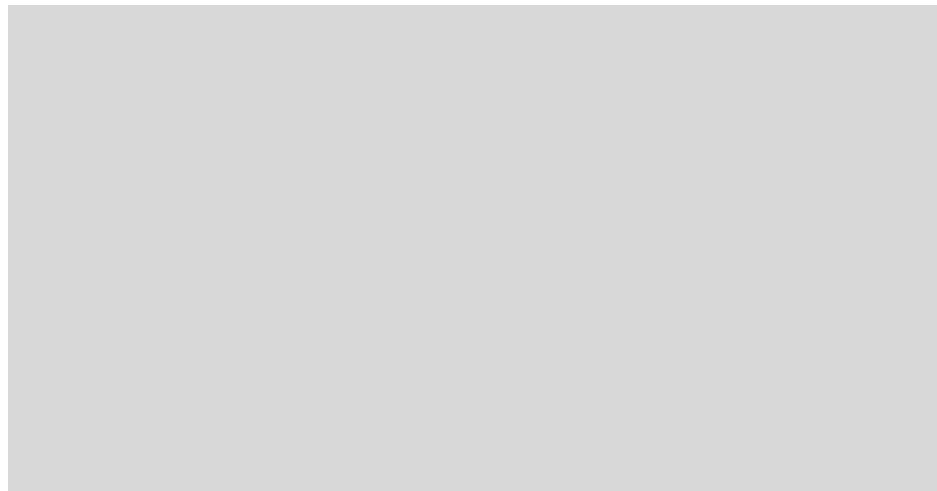
4

O4C/ODL crew [insert city], Use of tools 4/9

On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.



Brainstorming tool



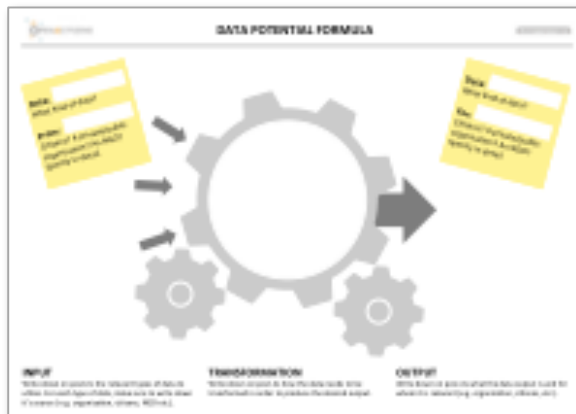
Info from O4C local evaluation crew discussion
and from data gathering tool:

3

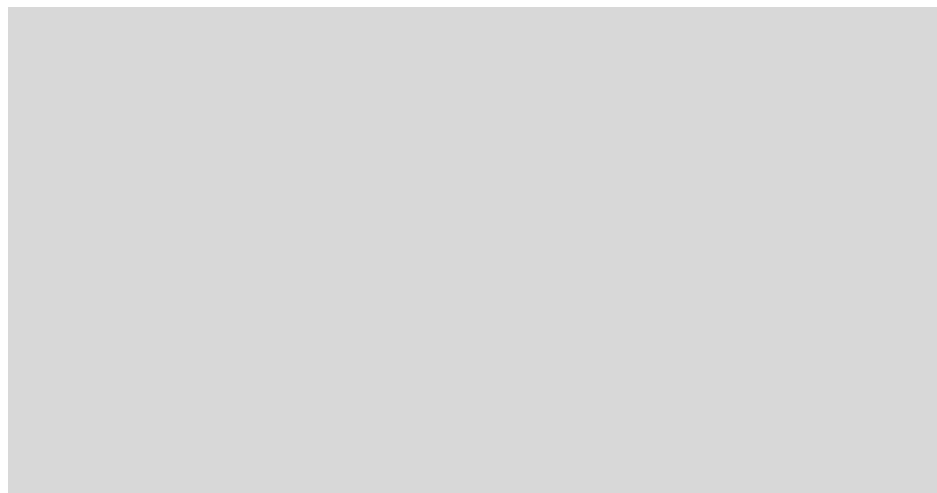
4

O4C/ODL crew [insert city], Use of tools 5/9

On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.



Data validation tool



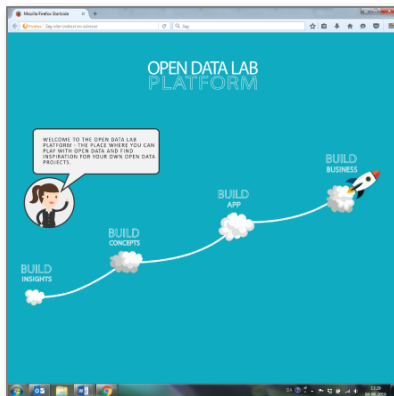
Info from O4C local evaluation crew discussion
and from data gathering tool:

3

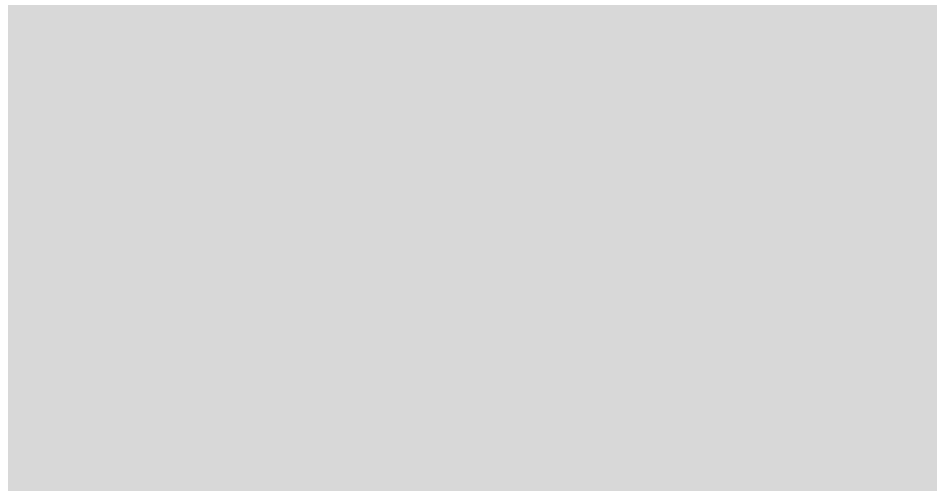
4

O4C/ODL crew [insert city], Use of tools 6/9

On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.



OpenDataLab Platform



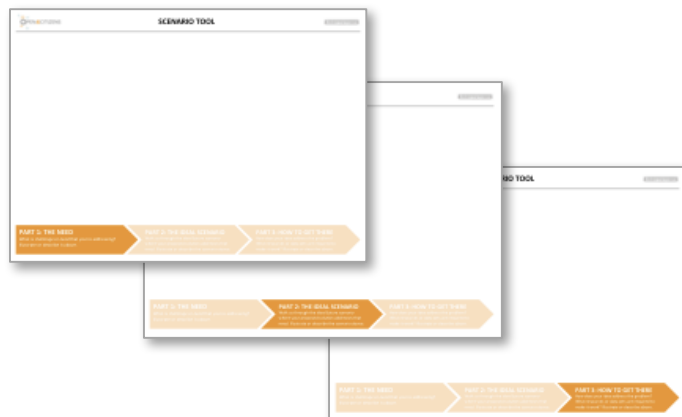
Info from O4C local evaluation crew discussion
and from data gathering tool:

3

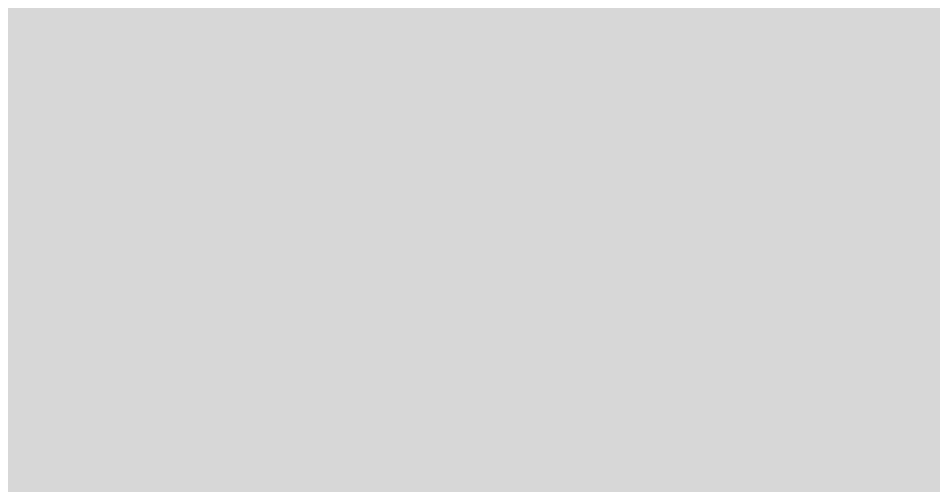
4

O4C/ODL crew [insert city], Use of tools 7/9

On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.



Scenario tool

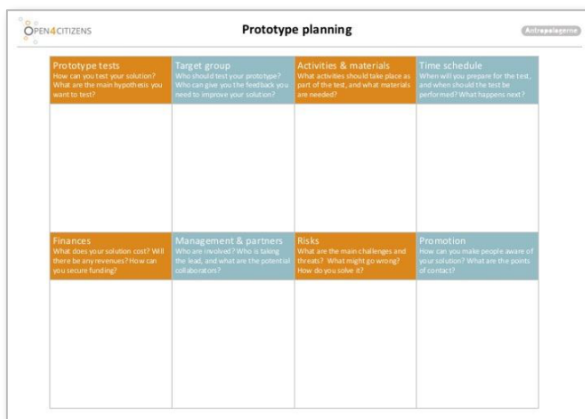


Info from O4C local evaluation crew discussion
and from data gathering tool:

3 4

O4C/ODL crew [insert city], Use of tools 8/9

On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.

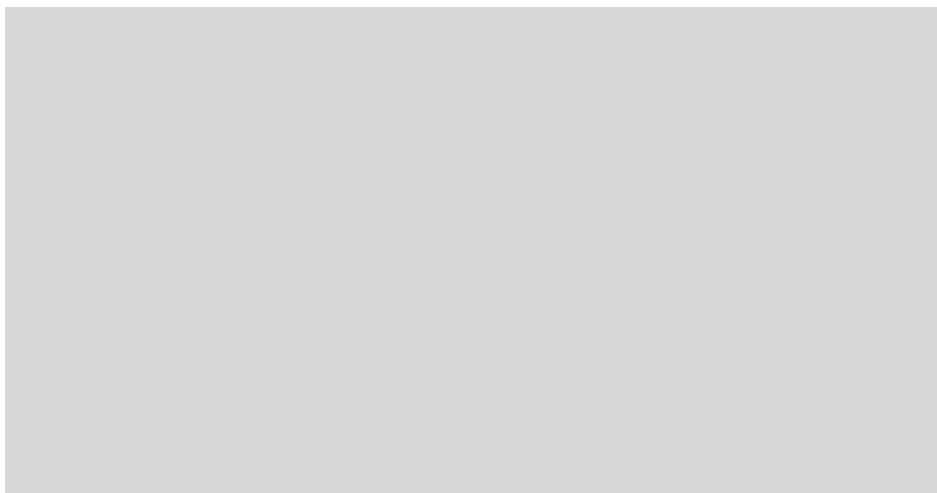


The screenshot shows a web-based form titled "Prototype planning" with the OPEN4CITIZENS logo in the top left. The form is divided into eight sections arranged in a 2x4 grid:

- Prototype tests** (orange header): How can you test your solution? What are the most hypothesis you want to test?
- Target group** (blue header): Who should test your prototype? Who can give you the feedback you need to improve your solution?
- Activities & materials** (blue header): What activities should take place as part of the test, and what materials are needed?
- Time schedule** (blue header): When will you prepare for the test, and when should the test be performed? What happens next?
- Finances** (orange header): What does your solution cost? Are there any revenues? How can you secure funding?
- Management & partners** (blue header): Who are involved? Who is taking the lead, and what are the potential collaborations?
- Risks** (orange header): What are the main challenges and risks? What might go wrong? How do you solve it?
- Promotion** (blue header): How can you make people aware of your solution? What are the points of contact?

Each section has a large empty box for text input.

Prototype planning tool



Info from O4C local evaluation crew discussion
and from data gathering tool:

3

4

O4C/ODL crew [insert city], Use of tools 9/9

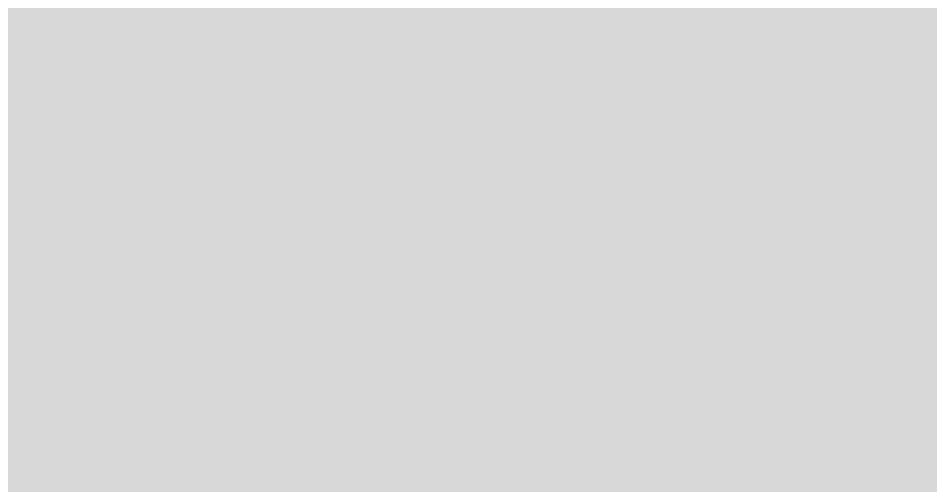
On the basis of your hackathon, do you have any comments regarding the hackathon starter kit? What worked well in using the tool? Suggestions for improvements/additions? Comments on usability? Describe below with text and photos.



The screenshot shows a mobile application interface titled "Pitch". It has a header bar with "Pitch" in the center and "Introduction" on the right. Below the header, there are three main sections, each with a teal header and a white body:

- Introduction**: Formulate an engaging start to catch the interest of the audience and prepare them for what you want to say.
- The challenge**: Describe the specific problem or need that you have been interested in solving. Why is it important to address this issue?
- The solution**: What is your approach on the issue? How will you solve it? What role does data play? What are the next steps?

Pitching tool



O4C/ODL crew [insert city], Tool replacement

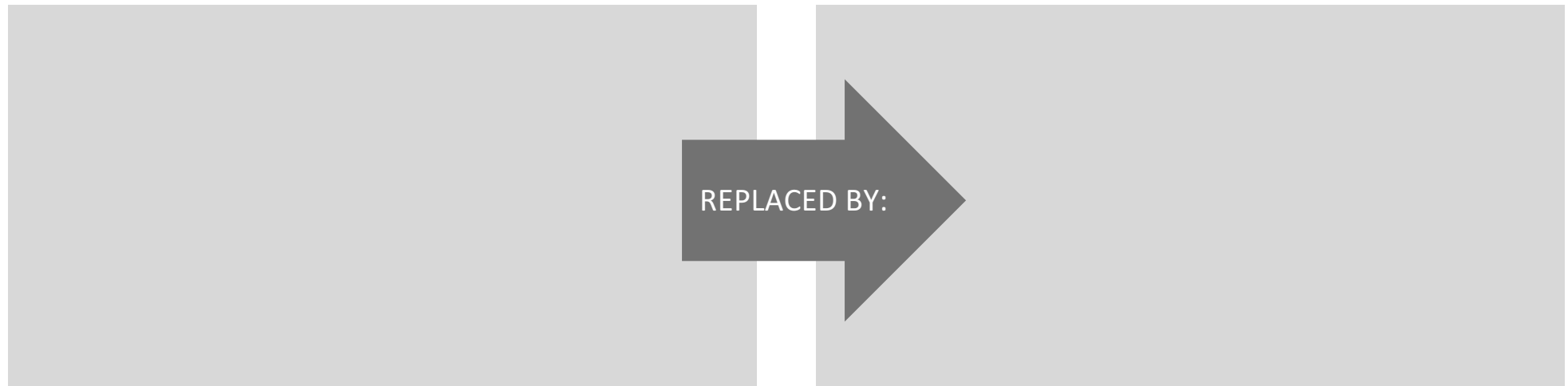
Copy the full slide if more than 1 tool is replaced or added. Fill out 1 slide per tool replaced or added.

Describe the tool below.

Info from O4C local evaluation crew discussion
and from data gathering tool:

3

4



Describe when in the process you used this tool:
[insert]

Describe if the added tool was useful for the participants, and
how: [insert]

Describe how the alternative tool worked:
[insert]

Describe why you replaced the original tool:
[insert]

Info from O4C local evaluation crew discussion
and from data gathering tool:

3

O4C/ODL crew [insert city], Hackathon process reflections 1/3

On the basis of your hackathon, write below your comments regarding the organization/ facilitation of the hackathon.

Write down considerations regarding what worked well and what you would change next time.

Inviting participants?

Communicating with
stakeholders?

Theme of the
hackathon?

Info from O4C local evaluation crew discussion
and from data gathering tool:

3

O4C/ODL crew [insert city], Hackathon process reflections 2/3

On the basis of your hackathon, write below your comments regarding the organization/ facilitation of the hackathon.

Write down considerations regarding what worked well and what you would change next time.

Venue/food/
practicalities?

Presentations and/or
facilitation?

Evaluation and
dissemination
activities?

O4C/ODL crew [insert city], Hackathon process reflections 3/3

On the basis of your hackathon, write below your comments regarding the organization/ facilitation of the hackathon.

Write down considerations regarding what worked well and what you would change next time.

Info from O4C local evaluation crew discussion
and from data gathering tool:

3

Anything else?

Anything else?

Anything else?

O4C/ODL crew [insert city], Expectations

Move this X to the line below to show to which degree the O4C crew's expectations were met.

Fill in text. Completing this slide can also be supported by information from evaluation forms filled out by partners. See forms in 'About the Tools', above..



Illustration of to which extend the hackathon met the O4C/ODL crew's expectations:

Not at all ☹️ 1 ----- 2 ----- 3 ----- 4 ----- 5 😊 Completely

Why?: [write description]

Achievements from the hackathon:

[write description]

The most challenging aspect of the hackathon:

[write description]

Suggestions for improvement of the hackathon:

[write description]