Use Case Design & Implementation Checklist

Please complete this questionnaire ahead of your meeting with the InnOvaTe programme management team. If you are unsure of any answers, please indicate a best guess. The answers you provide will be used to discuss your bid with the InnOvaTe programme team, who can provide advice and guidance on next steps.

Concept Design

1. What is the central aim of the use case?

2. What specific question(s) is the data expected to answer?

3. What are the benchmarks for decisions? i.e., exactly what data will be used, over what timeframe, to answer the aim of the use case? What are the parameters for data outputs which would trigger potential next steps?

4a. Do you have a plan for knowledge sharing and communications about the use case?

4b. Do you have internal champions? If so, who?

[ ]

4c. Have you identified which other offices, teams, departments, or organisations will need to be engaged to deliver a successful outcome? If so, who are they?

[ ]

4d. Which, if any, councillors are engaged as champions for the use case?

[ ]

4e. Can you describe the plan for communicating with the public about the use case, the sensors and how they will be used, along with the data collected?

[ ]

Data Concerns

5. How will data be stored?

[ ]

6. For how long will data be retained?

[ ]

7. Are there special considerations for the data under GDPR regulations?

[ ]

8. If the data is sensitive, can you state exactly who would be given access to which information collected by the sensors? This needs to be listed out explicitly so it can be shared with the supplier who will grant the access.

9. Have you considered gaps in service / loss of connectivity and how this can be mitigated against? How would a temporary outage affect this use case?

Physical Design

10. What type of sensor would be preferred (or cluster of sensor types e.g., if you needed to add an ANPR device to a camera)?

11. Are there any limitations to the sensors / installations chosen and can you mitigate these?

12. If using cameras, is the image quality acceptable? Will it capture what is needed?

13. How many sensors will be needed?

14a. Where will the sensors be positioned?

14b. Is a site visit necessary to scope out proposed sites to check things such as access to power?

14c. If power is needed, can a commando socket be installed?

14d. Are the installation sites / assets council owned? If not, can you secure permission for installation?

14e. Will the sensors chosen be likely to operate well in those locations? For example, if they are solar powered, will there be over-hanging trees in the summer, or will there be too little light in the winter?

Data Output Design

15. How do you anticipate users accessing the data generated? Will the data dashboard be user friendly? What type of metrics will it show or will it be a simple data stream?

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16. Can officers access the information they need without software expertise or extensive training? Will the process be relatively quick and easy? How do you expect them to analyse it?

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17. Can data output be customised by the user i.e., can the data dashboard be manipulated to show each officer exactly what they are interested in and cut out the things they don't want?

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18. What data visualisation would be most useful (type of graphs, data shown in graphs, etc.)?

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19. Can graphs and / or data be easily extracted for processing elsewhere if needed?

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20. Can users save and re-run queries on the dataset to answer particular questions they have? Can APIs be used if needed?

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21. Can sensors be grouped by the user, if needed, to view multiple sensors' data together for easy comparison?

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Implementation

22. Does the tender correctly specify the services and materials you need in a good amount of detail? Does it reflect all aspects of the use case and this checklist?

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23. Have you assigned responsibilities to officers and corresponding reporting lines? Things to consider include: who will review data, how they will do so, how often, and what outputs they will be drawing from it, who those outputs will be shared with.

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24. Have you designated a use case project manager? If so, who is it?

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25. Do you have any other questions / comments not covered elsewhere in this form?

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