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| **Challenge Title** | [Enter Challenge Title] |
| Selection Meeting Context | During the course of a challenge, two critical points serve to bookend the experience: challenge formation and challenge resolution. At challenge formation, the possibilities around the critical question are explored. Challenge resolution represents the time to harvest the best ideas surfaced by the crowd during the experience. The selection meeting is used to help govern the resolution process.  |
| Selection Meeting Objectives/Outcomes | 1. Achieve a shared understanding of which ideas to pursue
2. Estimate the business impact.
3. Develop next steps and assign owners.
4. A completed “selection worksheet” tab in the Idea Selection Report
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| Participants | Program managerChallenge sponsorChallenge leadChallenge experts |
| Preparation | 1. Schedule a 1-hour selection meeting prior to launch. It should take place within a week of challenge close.
2. From the Reports page in Spigit, run the Idea Selection Report and choose 5-10 ideas to discuss in the selection meeting. Remove all other ideas from the report if needed.
3. Distribute the report prior to the selection meeting and prompt participants to consider the ideas and their extent of impact on the organization.
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| **Facilitation**  | 1. Open the selection meeting by outlining the desired objectives and outcomes.
2. Begin with the idea description tab on the Idea Selection Report. Review each idea and the details of that idea.
3. Keep the team on target, reviewing each idea in about 5-10 minutes, depending on the number of ideas.
4. For each idea, populate the fields below on the selection worksheet tab:
	1. Selected for next actions (yes/no)
	2. Primary Impact (Time savings, Cost savings, Revenue generating)
	3. Estimated range of impact ($0 - $10,000, $10,000 - $50,000, etc.)
	4. Secondary impact (Time savings, Cost savings, Revenue generating, Customer experience, Employee experience, NPS)
	5. Estimated range of secondary impact ($0 - $10,000, $10,000 - $50,000, etc.)
	6. Idea Steward (enter the name of the person responsible for next steps)
	7. Next steps needed to move the idea forward.
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| **Closing Ideas** | 1. Navigate to the idea page, for each of the ideas marked for next action.
2. From the control panel, select “Close this idea” and complete the close idea form, based on the data collected on the selection worksheet tab. Use the mid-point of the estimated range of impact. For example, $0 - $10,000 would be entered into the close form as “5,000”.
3. Once submitted, owners and followers of the idea will be notified using the automated email template and the idea will be moved into the closed status.
4. The report titled “Idea Tracking Report” will include a summary of all idea metrics on these closed ideas and can be used to monitor value.
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| **Best Practices and Considerations** | * Schedule the selection meeting prior to launching the challenge, to ensure timely resolution.
* Limit the number of ideas in the selection process to less than 10, to ensure you have time to discuss them all in the given 45-60 minutes.
* Complete all impact criteria on the selection worksheet tab of the idea selection for each idea prior to discussing the next idea.
* Impact estimates will be projected values, not actual or realized values. Early in the process, it will be difficult or even impossible to have actual impact. This is normal.
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