	Initiation	Project definition	Analysis	Development	Implementation	Maintenance & support
PHASE	Project idea or request	Refining project idea & creating support	Analysing different needs & defining solution	Developing application	Implementing with services & defining possible scale-up	Continuous evaluation & maintenance
ACTION	**PROJECT IDEA** Mapping trigger, scope, core elements, output, data impact and other project initiation sheet elements **INITIATING PROJECT** Initial verification of idea with Management Team and departments involved Initiation sheet approval	**NEEDS ASSESSEMENT** Identifying stakeholders Questioning as-is situation Mapping different stakeholders' needs **PROBLEM DEFINITION & SCOPING** Prioritising needs towards a clear problem definition and scoping Project sheet layout	**FUNCTIONAL ANALYSIS** Dividing problem in functionalities + analysing data needs Describing data needs > data contract phase 1 **DATA AND TECHNICAL ANALYSIS** Analysis of data availability, technical feasibility, data quality, ethical and legal check > data contract phase 2 Defining technical building blocks architectural plan **PROTOTYPE DESIGN** (OPTIONAL) Developing prototype to visualise and test functionalities Validating PoC (Proof of Concept) via PoV (Proof of Value) **FINALISING PROJECT PROPOSAL** Finalising and assessing project proposal based on analysis Finalising project sheet	**TENDER** (OPTIONAL) External consultancy: drawing up specifications based on project sheet Acquisition: completing specificati-ons with data clauses (eg. tender requirements Open Data Flanders) **TECHNICAL BUILDING BLOCKS & DATA PROCESSING** Setting up technical building blocks (NISZ conform) and developing data pipelines Technical documentation - Confluence **APPLICATION DEVELOPMENT** Developing application in line with requirements Technical documentation - Confluence **EVALUATION, TESTING & FEEDBACK** Beta testing & bug fixing	**DOCUMENTATION** Offering a manual and supporting guidelines **COMMUNICATION & TRAINING** Sharing knowledge and training with end users Exchanging learnings and best practices with other regions **SCALE-UP** Mapping out scaling opportunities and new business cases in preparation of a potential follow-up project	**USAGE ANALYSIS** Monitoring and evaluating usage statistics **FEEDBACK & UPDATES** Collecting technical input & user feedback with regard to optimisation **MAINTENANCE** Maintenance & management of various data services, applications & infrastructure
METHOD/ TOOLS	Drafting Project initiation sheet Pitching project idea	Survey: online/physical Brainstorm: Lotus Blossom, double diamond, design process... Brainstorm Clustering priorities Refining scope Defining persona	User stories Wireframes Description Data testen: API, GIS... Beta version/Proof of Concept via wireframes, desktop tests Description, Proof of Value Ensuring financial viability	Data testing: API, GIS... Website, digital twin, dashboard, modules, Geoviewer, custom development Following up query tickets: JIRA or other management tool for developers	Document library Organising workshops Brainstorm session	Monitoring & management of architecture Security updates
TECHNICAL ROLES	Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect	Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect	Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functioneel analist Data engineer Ontwikkelaar/architect	Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect	Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect	Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect	Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect Domain expert Functional Analyst Data Engineer Developer/Architect
PROJECT MANAGEMENT	PROJECT INITIATION SHEET	PROJECT SHEET PHASE 1	DATA CONTRACT PHASE 1: FUNCTIONAL DATA CONTRACT PHASE 2: TECHNICAL	PROJECT SHEET PHASE 2	GO-LIVE	MAINTENANCE CONTRACT

DECISION

Decision on path to follow

Where are we now?

First x days for project definition and analysis

DECISION

DECISION

Feedback on platform

Where are we now?

x days for developing
+ agreements for long-term maintenance

DECISION

Where are we now?

Data for All | Interreg North Sea | Co-funded by the European Union | LEIE DAL