

## CHECKLIST

- ☐ Is there a clear structure of IAP?  
(Chapters are in order that will guide a reader to understand your plan; adding table of contents / index can be helpful).
- ☐ Did you keep in mind who will read your IAP?  
(Keep in mind that readers might not have previous knowledge about iPlace project and is not familiar with ULG, URBACT tools used, etc).
- ☐ Who participated?
  - Was the ULG included (explain who is in the ULG and what is ULGs role)?
  - Was there cross-departmental cooperation?
  - How were local stakeholders involved?
- ☐ FORM
  - Is it easy to read?
  - Did you use any highlights, visual effects, etc.?
- ☐ Identification of Strategic Economic Niche
  - Is the identification of the Strategic economic niche clear?
  - How was it identified?
  - Why this sector/niche?
- ☐ Description of the process
  - How was it done?
  - What is iPlace, ULG, what are the learnings from transnational exchanges,..?
  - How actions correspond to goals and vision of the city? Were actions proposed by people?
- ☐ Objectives, actions, and schedule – is it clear for the reader?
- ☐ Expected results and result indicators
  - Is it clear what you expected to achieve with each action?
  - Are result indicators clear enough, and it is possible to monitor them?
  - Is there a clear vision what should be achieved?
- ☐ Small Scale Actions (SSA)
  - What did you want to test?
  - What did you learn?
- ☐ Risk analysis
  - Did you identify the risks?
  - Did you categorize the level of risk?
  - What can you do about it? Which steps could be taken to mitigate the risk?
- ☐ Enthusiasm & vision to gain support and resources