



Phase 1:
Prepare

Phase 2:
Develop

Phase 3:
Conduct

Phase 4:
Award

Phase 5:
Transition

1.1
[Get to Know Challenges](#)

1.2
[Prioritize Goals and Outcomes](#)

1.3
[Define the Problem to Be Solved](#)

1.4
[Determine if a Prize Is Appropriate](#)

1.5
[Build a Team](#)

1.6
[Identify Legal Authority](#)

1.7
[Estimate Budget and Resources](#)

1.8
[Make the Case](#)

2.1
[Design the Challenge Structure](#)

2.2
[Develop Submission Requirements](#)

2.3
[Develop Terms and Conditions](#)

2.4
[Define Evaluation and Judging Process](#)

2.5
[Develop a Communications Plan](#)

2.6
[Create an Implementation Plan](#)

2.7
[Identify Goal & Outcome Metrics](#)

2.8
[Prepare to Announce](#)

2.9
[Obtain Agency Clearance](#)

3.1
[Execute the Communications Plan](#)

3.2
[Accept Solutions](#)

3.3
[Manage the Evaluation and Judging Process](#)

3.4
[Elect Winners](#)

3.5
[Verify and Notify Winners](#)

4.1
[Announce Winners](#)

4.2
[Pay Winners](#)

4.3
[Award Non-Monetary Incentives](#)

5.1
[Document Metrics, Results and Outcomes](#)

5.2
[Document the Challenge](#)

5.3
[Complete Required Reporting](#)

5.4
[Continue Community Engagement](#)

5.5
[Manage Solutions](#)

5.6
[Share Best Practices and Results](#)

