## Co-creation planning form

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| **Company:**  Description of the company and its product | **Time and location:**  Time:  Location:  Address:  Space/room: |
| **Participants:**  Expert groups to be invited to the co-creation / user trial event (no names) | **Facilitators:**  **Technical support:** |
| **Purpose of the event:**  The purpose of the co-creation / user trial event. E.g. to create a framework and an initial plan for the user tests, testing or commercialization of a product / service. | **Questions guiding the co-creation implementation:**  Questions guiding the implementation of the co-creation / user trial event |
| **Objective of the event:**  Questions in the development plan - answers to these questions are sought in the co-creation / user trial planning event. | **Implementers of preparatory work:**  Division of tasks with the implementers of preparatory work |
| **Schedule of the preparatory phases:**  Start time / finishing time | **INPUT data:**  E.g. presentation of the product / service  E |
| **Invitation and registration:**  When the invitation has been sent, what is the registration deadline and who will record the registrations. | **Catering:**  What will be ordered, from where and for how many people. |
| **Preconditions:**  E.g. checking the required agreements and permissions, voluntary nature of participation and that no personal data is released for the use of the company.  Is a non-disclosure agreement needed? If yes, an NDA shall be sent to the participants prior to the event.  E.g. what are the risks related to the implementation of the event and how they are anticipated?    E.g. factors related to the termination or interruption of the development activities, if, for example, the collaboration does not correspond to the set objectives. | **Documentation of the event:**  E.g. the company receives a summary report of the co-creation / user trial planning event. |
| **Equipment needed:**  E.g. list of participants/consent forms, computer, flap display and markers. | **IT matters:**  Person in charge of the remote connections, checking the connections and the distribution of material. |