

Involvement of CHEK community

Task	N.	Who ¹	Involvement	Supporting data/documents	When	Approx. Time needed
Development of the CHEK Maturity model and roadmap	1	all	Participation to the questionnaires guiding the development and refining of a DBP maturity model and roadmap	questionnaire	May-July 2023	1 hour
Testing, Validation and Optimization	2	B P A	Feedback on resulting D1.1 'CHEK DBP process map', resulting from Task 1.1 'Definition of DBP process map' to: 1) compare the process map to the current process in their own cases and report on possible differences and inconsistencies to support scalability of CHEK solutions	Preliminary sharing (kind of pre-print→ to be checked with officer that it is allowed) of D1.1	February 2023	2 hours
	3	all	Feedback on D1.2 'CHEK Maturity Model and Roadmap' resulting from Task 1.2 'Development of the CHEK Maturity Model and Roadmap'	Pre-print D1.2	July-September 2023	1 hour
	4	BP A	Test and Feedback on D1.3 'CHEK change management Virtual Assistant' resulting from Task 1.3: 'Development of the CHEK Change Management Virtual Assistant'	Initial release of D1.3	July-September 2024	1-2 hour
Information requirements for the DBP use case	5	all	No specific tasks, access to preliminary versions of deliverables and solutions and possibility to test them and provide feedback to refine the final results, accordingly, supporting scalability	Preprint of deliverables	September 2023 - September 2024	5-6 hours in total
GeoBIM	6	all	No specific tasks, access to preliminary versions of deliverables and solutions and possibility to test them and provide feedback to refine the final results, accordingly, supporting scalability	Preprint of deliverables	February 2024-July 2025	4-5 hours in total
User requirements gathering and defining user experience touchpoints	7	all	Participation to an online workshop intended to specify user requirements for the software components to be developed in the project	Workshop and questionnaire	February-March 2023	2 hours
Development planning, test, and optimization.	8	all	test the tools and software and report at any time within a structured online form designed on purpose. Feedbacks will be used for improvement and optimization of the software	Initial releases of software; temporary access to proprietary software under	September 2023-January 2025	Depending on voluntary choices

¹ BPA=Building Permit Authority

				development. structured feedback collection forms		
Organization of software workshops and documentation	9	all	Participate for free to the organized software workshops and access documentation. Provide feedback on them through structured questionnaires	Workshop and preliminary versions of documentation	October 2024-February 2025	3-4 hours per sw
Gathering and systematizing partner know-	10	all	Provide feedback on preliminary results about a glossary and wiki related to the DBP-related know-how gathering (D5.1)	Glossary and wiki access	May-August 2023	2-3 hours
Practice-oriented CHEK training	11	BP A, des ²	Free preview participation to the developed practice-oriented training courses (D5.3) Feedback on the course and materials (D5.2) through guided feedback forms.	Courses and training materials	July-September 2024	
Pilot and demonstration planning, requirements and KPIs	12	BP A	Provide indication of the selected KPIs related to the current permitting system in their cases.	Forms /instructions guiding kpi collection	May-July 2023	Depend on KPIs and available data
	13	BP A	The building authorities in the CHEK community of practice can observe giving advice and feedback (case 1) and may choose to test the process within their cities too (case 2).	Designed building models. All the CHEK solutions in preliminary versions; CHEK demonstration plan and reporting forms	October 2024-July 2025	5-10 hours case 1; Large effort required in case 2
Pilots' demonstration assessment and best	14	BP A	Participate in opinion and feedback collection about the results of the demonstrations run during the final phase of the project (D6.4) and the best practices developed accordingly (D6.5), to be provided via structured online questionnaire.	Preliminary versions of D6.4 and D6.5	March 2025-July 2025	3-6 hours
Other	15	all	Be consulted for advice on various specific issues raised during the project or invited for interview or meetings		October 2022-September 2025	0-10 hours

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