Task and Skill Assessment for Your Project

Select the tasks that are relevant to your project. If there are more tasks, add them to the sections. Mark which tasks are done be you, a member of your existing team

	I	team	open	Does not apply
Scientific Tasks				
Define research question				
Define setting and approach				
Select methods				
Define required data or input				
Provide equipment				
Define data input/gathering methods				
Design materials/apps for data handling				
Participant Management				
Recruitment				
On-boarding and training				
Community management (answer questions, help with problems)				
Project Management				
Project documentation				
Setup project plan and milestones				
Monitor time, budget and quality				
Manage stakeholders				
Manage risks				
Assist team with organizational tasks, like event management, contracts				
Care for legislative aspect (e.g. personal data management, insurance of participants)				
Care for monetary aspects (e.g. participant incentives, costs for equipment,...)				
Care for data usage aspects (e.g. data usage policies)				
Monitor vulnerabilities				
Manage intellectual property rights				
Communication				
Project mission				
Workshops and dialogue meetings				
Project Website				
Social media communities				
Info meetings				

Kickoff meetings				
Collect suggestions and discuss terminology and research objectives				
Design communication materials				
Design data collection materials and instructions				
Technical				
Communication infrastructure				
Presentation technology				
Project management infrastructure				
App development				
Devices for recording or measuring				
Data storage and input				
Data evaluation				
Backup				
User management (if participants need to login)				