Impact Assessment Kickoff Worksheet

Use this to help set expectations and plan your work together. Share your finished worksheets with the team.

Step 1: What skills do you expect to use on this project?

Identify skills from your list, and add anything else that you think you can offer, such as facilitation, advocacy experience, or media relations.

1. Technical expertise, especially a high level of comfort with networking and technical architecture
2. Strong policy analysis skills, especially around Internet policy
3. Detailed picture of the local or regional context around the policy, trend, or business decision
4. Project management skills
5. Communication, writing, and editing skills

Step 2: How much time do you expect to be able to give this Impact Assessment work?

Describe your availability, your time constraints, and the cadence of work you can offer. Keep this in mind when defining your responsibilities, so you don't take on too much.

Step 3: How much time do you expect to be able to give this Impact Assessment work?

For example, ensuring everyone understands the Internet Way of Networking, using technical expertise to explain the impact on the Internet, doing a detailed policy analysis, or owning content creation work. Use the checklist as a guide.

Step 4: How and when do you want to communicate, work, and meet with teammates?

What channels do you want to use (e.g., Slack, WhatsApp, Signal for chatting, email for formal updates)? What platforms do you prefer for working (e.g., Google Drive, Box), and how often and where do you want to hold meetings?

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