**Innovation Sprint Guide**

**STEP 1 (10 minutes): Problem/Opportunity Identification**

* Take 2 minutes individually to write down as many problems/opportunities as possible.
	+ Where is there currently pain?
	+ What opportunity is not being pursued?
	+ Is there a customer not being served or being underserved?
	+ Is there a core competency that could be applied elsewhere?
	+ Is there a major roadblock to growth, success, or operations?
* Discuss problems/opportunities and pick one by majority vote to address.

**STEP 2 (20 minutes): Ideation and Hypothesis Generation**

* Take 5 minutes individually to write down as many ideas as possible that could address the problem/opportunity.
	+ What limitations if removed could be a gamechanger?
	+ How can you eliminate or overcome those limitations?
	+ What could technology or data enable?
	+ What expertise or knowledge or skill could bring a different perspective?
	+ If you knew nothing about affordable housing finance and were just applying common sense, how would you go about it?
	+ Is this something that should be approached as a problem solver (build it yourself), motivator (get someone else to solve it), enabler (provide resources to solve it), convener (bring people together), or integrator (hybrid)?
* Discuss ideas and pick one by majority vote to pursue.

**STEP 3 (40 minutes): Prototype Design**

* The purpose of the prototype is to test the major hypotheses that will make the innovation viable, or not.
* The prototype must be low cost, fast to build and implement, and measurable.
* What’s the idea?
* Who are the key customers?
* What are the benefits and how are they measured?
* What kinds of staffing, expertise, technology, and systems are needed?
* How do we message and market the concept?

**STEP 4 (max 20 minutes): Resource Allocation and Risk Assessment**

* How much money is needed to implement the prototype and in what categories?
* What are the risks and how will they be mitigated and managed?