



## Independent exercise 1 – Resource and Capacity Assessment:

### Exercise relevance

A pilot's (or other project's) success depends on having the required resources, capacity, and skills available during implementation. A Capacity Assessment Matrix is a useful tool in the pilot planning phase. It helps you identify what the implementation requires and plan accordingly. In pilot cases (short-term and typically smaller in scale), a capacity assessment not only helps you define concrete steps to close capacity gaps but also indicates whether the solution being piloted is feasible to implement on time.

### Exercise tasks

Complete the exercise using the table below. For each category, fill in the following columns:

1. **Current capacity** – Assess current capacities realistically, considering the following:
  - a. Financial – *Resources needed for both implementation and monitoring of the pilot...*
  - b. Human Resources – *Skills, capacities to take on new (additional) tasks, and other...*
  - c. Technical – *Capacity of data analytics, tools/software in use...*
  - d. Organisational – *Internal team? Mobility department? Cross-departmental coordination...*
  - e. Regulatory – *Permissions, compliance with local and national laws, alignment to EU regulation...*
  - f. Stakeholder Engagement – *How comprehensive and inclusive are current practices...*
  - g. Governance – *How clear is the governance hierarchy? What is the hierarchy? Transparency and speed of decisions...*
2. **Required capacity** – Describe the capacity, resources, and skills needed for a successful pilot implementation;
3. **Gap** – Rate between “Minor”, “Moderate”, and “Significant” to evaluate the gap between current and required capacities;
4. **Action plan** – List the needed actions to close the gap.

**Capacity assessment matrix:**

Category	Current Capacity	Required Capacity	Gap	Action plan
Financial				
Human Resources				
Technical				
Organisational				
Regulatory				
Stakeholder Engagement				
Governance				