

Skills inventory

Organising team checklist · DigiCollab Hackathon Guide

Event: _____ Date: _____ Completed by: _____

How to use this inventory

For each skill, tick the level that best describes your team’s current capability: None, Basic, Confident, or Expert. In the final column, note who holds the skill and any relevant details. When you are done, use the Gap Summary at the end to identify where you need to recruit, train, or seek external support.

Rate each skill area across your whole organising team — not individuals. If one person is confident and others are not, mark “Basic” and note who holds it.

Project & event management

Skill area	Skill	None	Basic	Confident	Expert	Who has it / notes
Project management	Planning timelines, tracking tasks and managing dependencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project management	Budget planning and expense tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project management	Risk identification and contingency planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project management	Running effective meetings and decision-making processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project management	Stakeholder communication and reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Logistics & operations

Skill area	Skill	None	Basic	Confident	Expert	Who has it / notes
Logistics	Venue booking and accessibility assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Logistics	Catering coordination and dietary management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Logistics	Supplier and vendor management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Logistics	On-site logistics and day-of operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Logistics	Volunteer coordination and briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Technology & digital tools

Skill area	Skill	None	Basic	Confident	Expert	Who has it / notes
Technology	Video conferencing platforms (Zoom, Teams, Meet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technology	Collaborative tools (Miro, Figma, Google Workspace)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technology	Registration and event management platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technology	Audio-visual setup and troubleshooting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technology	Network/connectivity setup and backup planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technology	Technical support and user assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Communication & marketing

Skill area	Skill	None	Basic	Confident	Expert	Who has it / notes
Communication	Written communication: emails, announcements, briefings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	Social media management and content creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	Graphic design or access to design tools (Canva, Adobe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	Photography or video documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	Press or media relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Participant & mentor relations

Skill area	Skill	None	Basic	Confident	Expert	Who has it / notes
People	Recruitment outreach and relationship-building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People	Team formation and diversity considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People	Facilitation and group dynamics management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People	Conflict resolution and de-escalation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People	Inclusion and accessibility awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People	Professional networking (for mentor/judge recruitment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Content & challenge design

Skill area	Skill	None	Basic	Confident	Expert	Who has it / notes
Content	Subject matter expertise in hackathon themes (digital, sustainability, inclusion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	Challenge brief writing and problem framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	Judging criteria and rubric design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	Instructional design and participant materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	Knowledge of relevant tools and technologies participants will use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Finance & administration

Skill area	Skill	None	Basic	Confident	Expert	Who has it / notes
Finance	Budget management and financial reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Grant administration and compliance (e.g. Erasmus+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Sponsorship development and negotiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Legal and data protection awareness (GDPR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Documentation and record-keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Evaluation & research

Skill area	Skill	None	Basic	Confident	Expert	Who has it / notes
Evaluation	Survey design and feedback collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation	Data analysis and interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation	Report writing for funders and partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation	Impact measurement and learning documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Gap summary

After completing the inventory above, list the skills where your team has no coverage or only basic coverage, and note how you plan to address each gap before the event.

Skill gap identified	Priority	How to address it
	High / Medium / Low	
	High / Medium / Low	
	High / Medium / Low	

High / Medium / Low

High / Medium / Low

Common ways to fill skill gaps

Recruit a volunteer or additional team member with the missing expertise · Commission a freelancer for a specific task (e.g. graphic design, photography) · Arrange a short training or briefing for an existing team member · Partner with another organisation that has complementary capacity · Simplify the event scope so the skill is no longer required