

Team Project Executive Sponsor Responsibilities

Contra Costa County Local Government Leadership Academy
January 2022 through July 2022

<p>Propose Project (3 months prior to start)</p>	<ul style="list-style-type: none"> • Suggest a team project topic • Identify possible resources that may be useful to project team
<p>Refine Project (1-2 months prior)</p>	<ul style="list-style-type: none"> • Submit completed Team Project Idea Form (1 page) • Make project scope as narrow as possible (1-2 paragraphs) and do-able for project team (time reference: project team members will be asked to commit to 2 hrs/month in addition to 1 hr during each Academy session to work on the project) • Suggest resources/subject matter experts
<p>Meet with Team - SCOPE Month One (refer to Project Charter Worksheet)</p>	<ul style="list-style-type: none"> • Provide Project Overview and lead discussion on topic fundamentals • Explain Project's general importance and specific importance to you as a local government executive • Explain how you will use their work; what are your responsibilities; the decisions you need to make regarding this topic and how their work will help you • Clarify the desired deliverables. What does the final project look, feel and sound like to you? What are the presentation formats: PowerPoint, chart or other resource handout?
<p>Meet with Team - REFINE Month Three</p>	<ul style="list-style-type: none"> • Meet with team after they start shaping their results/ideas; suggest adjustments if needed • Help to clarify their biggest learnings and recommendations • Ensure they address what's most important to you as local government executive
<p>Attend Team DRY RUN Presentation Months 5, 6 or 7</p>	<ul style="list-style-type: none"> • Attend dry run presentation • Compliment the team on what they did well • Offer Suggestions: Keep this/emphasize that/do less of this
<p>Attend Team FINAL Presentation</p>	<ul style="list-style-type: none"> • Team will make final presentation at Public Managers' Association meeting. Schedule to be determined.
<p>Attend Graduation Month 7 at final Academy session starting time and location TBD (July 14, 2022)</p>	<ul style="list-style-type: none"> • Attend one-hour inspiring graduation ceremony • No speaking required • Celebrate the value of LEADERSHIP in the Public Sector