

# Team Project Executive Sponsor Responsibilities

Contra Costa County Local Government Leadership Academy  
October 2023 through April 2024

Propose Project (3 months prior to start)	<ul style="list-style-type: none"> <li>• Suggest a team project topic</li> <li>• Identify possible resources that may be useful to project team</li> </ul>
Refine Project (1 month prior)	<ul style="list-style-type: none"> <li>• Submit completed Team Project Idea Form</li> <li>• 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)</li> <li>• Suggest resources/subject matter experts</li> </ul>
Meet with Team - SCOPE Month 1	<ul style="list-style-type: none"> <li>• Provide Project Overview and lead discussion on topic fundamentals</li> <li>• Explain Project's <b>general</b> importance and <b>specific</b> importance to you as a local government executive</li> <li>• 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</li> <li>• 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?</li> </ul>
Meet with Team - REFINE Month 3	<ul style="list-style-type: none"> <li>• Meet with team after they start shaping their results/ideas; suggest adjustments if needed</li> <li>• Help to clarify their biggest learnings and recommendations</li> <li>• Ensure they address what's most important to you as local government executive</li> </ul>
Attend Team DRY RUN Presentation Months 5, 6 or 7	<ul style="list-style-type: none"> <li>• Attend dry run presentation</li> <li>• Compliment the team on what they did well</li> <li>• Offer Suggestions: <b>Keep</b> this/<b>emphasize</b> that/<b>do less</b> of this</li> </ul>
Attend Team FINAL Presentation	<ul style="list-style-type: none"> <li>• Team will make final presentation at Public Managers' Association meeting. Schedule to be determined.</li> </ul>
Attend Graduation Month 7 after final Academy session at 2 pm in Danville (April 11, 2024)	<ul style="list-style-type: none"> <li>• Attend one-hour ceremony</li> <li>• No speaking required</li> <li>• Celebrate your project team's accomplishment</li> </ul>