

# Team Project Guidelines

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

Team projects provide real-world learning and leadership experience for Academy participants.

## **Goals**

The goals of the team projects include:

1. Generate learning in respect to a new subject area
2. Promote leadership skills as participants self-lead their teams to a successful conclusion
3. Enhance communication skills
4. Enhance understanding and experience in team dynamics
5. Promote networking, especially with the Executive Sponsor, other agency leaders and team members
6. Provide valuable assistance helping the local government agency or agencies address a real-world challenge of significance

## **Ideal Projects**

Ideal projects for an Academy team feature the following attributes:

- The problem to be addressed is a significant real-world concern for the local government agency or agencies.
- The project is “do-able”. In other words, it is limited in scope and can be addressed by a team over a six-month period recognizing that team members have their regular full-time jobs.
- The project is focused on a key “deliverable” that is of value to the agency or association.
- The outcome of the project should not already be a foregone conclusion.
- The scope of these projects must be realistic and manageable given the limited time participants have to work on Academy projects.

## **Expectations**

### **1. Academy Director**

The Academy Director is expected to:

- Solicit team projects from the Contra Costa Public Managers’ Association (CCPMA) and select the most viable for the Academy teams to address
- Help organize the teams and orient them at the first session of the Academy
- Provide some feedback to ensure the team’s plan of work is do-able within the time constraints
- Schedule time at the end of each monthly session for the teams to meet
- Schedule run-through team presentations to the Academy
- Help schedule the formal team presentations with the CCPMA

## 2. Executive Sponsor

The Executive Sponsor is the City Manager, Department Director or other Senior Leader who is the “go-to” person for the Academy team. It is expected that the Sponsor:

- Specifically describe the project opportunity and complete the Team Project Idea Form
- Focus the team project so it is do-able and identify the key deliverable
- Meet with all the team members at the beginning of the project, mid-course, and at run-through practice session of the team presentation in order to provide feedback
- Provide key documents and other materials or suggest how to access them
- Recommend “key informants” whom the team members can interview
- Be available to consult with the team if it confronts a major obstacle

## 3. Team Members

It is expected that the team members:

- Help “lead” the team to a successful conclusion
- Schedule meetings with the Executive Sponsor at the beginning, at the mid-point and at the end of the project in order to present the team report
- Adopt uncomfortable roles that stretch the participants (for example, if the participant is comfortable doing document research and analysis, the participant should interview key informants or help present the report)
- Share in the work so no one is unequally burdened
- Hold themselves and each other accountable to the norms agreed upon by the team and each team member
- Ensure the project is do-able within the time available and communicate with the Executive Sponsor what in fact will be delivered by the end of the project
- Seek out help from the Executive Sponsor as needed

As leaders, team members are also expected to deal with any problems, obstacles, and other “messiness” as the project evolves. This includes having difficult conversations as necessary regarding accountability.

### **Final Team Presentation**

A PowerPoint presentation (but no written report) is required. The maximum duration of the oral presentation (not including Q & A) is 20 minutes. It is up to the team as to how many members will participate in the presentation. All team members are expected to attend and participate in the Q & A portion of the presentation.

A run-through practice session of the team presentation will be held at the Academy during the last few monthly meetings. Executive Sponsors will attend this run-through and provide feedback. A formal team presentation will be made to the CCPMA.

