

# Team Project Idea Form

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

Instructions: The proposed project should be a meaningful, real-life project that your agency or the Contra Costa Public Managers' Association (CCPMA) wishes to complete in the next seven months but you don't have the staff resources to address. Please keep in mind all the following:

- The project will be conducted by a small team from the Academy between October 2023 and April 2024.
- Project time commitment: project team members will be asked to commit to 2 hours/month in addition to 1 hour at each Academy session to work on the project.
- Given the project team members time commitment, the proposed project should be **limited in scope** so it is realistic and manageable yet produces some valuable outcomes for your agency or the CCPMA.
- The Executive Sponsor will meet with the full team at the beginning of the project as well as mid-project and provide any advice or guidance as the team addresses the project.
- The outcome of the project should not already be a foregone conclusion.
- The team will present a report to the CCPMA at the conclusion of the project.
- **Submit:** Please attach and email to Pamela Miller at [PMiller@millermcg.com](mailto:PMiller@millermcg.com) no later than **September 22, 2023**.

Project Title:	
Desired Outcome:	
Project Description:	
Please list where relevant materials can be found:	
Please identify executive sponsor person(s) in your agency and contact information (email and phone number):	
Agency submitting:	