



2018/2019 Leadership Durham Community Projects Parameters and Expectations

Meetings:

Aside from the initial project-planning meeting, it is the responsibility of the Leadership Durham participants to coordinate all community project meetings within the project team. These responsibilities include:

- Setting the agenda
- Scheduling time and location
- Ensuring all parties can attend
- Determining action items and delegating responsibility

These responsibilities will be assigned to the Project Leader(s) for the initial project-planning meeting, and the LD participant project group will assume responsibilities thereafter.

Correspondence:

In order to meet the expectations of the community project portion of the Leadership Durham program, all parties will adhere to the following correspondence guidelines:

- Emails will be answered within 48 hours of being received
- Phone calls will receive a reply within 48 hours of receipt
- Automatic vacation or absence notifications must be set for email and voicemail
- Individuals must notify all parties involved one week in advance if they will be unable to deliver an agreed upon action item
- 48 hours cancellation notice must be given for all in-person meetings



These Guidelines are an expectation of all parties involved in the community project team, which includes participants, project leader(s), and designated Leadership Durham staff.

Leadership Durham Check-Ins:

A Leadership Durham assigned staff member will perform 'check-ins' following all scheduled milestones (8 total). These will be completed via phone call and will take place within one week of the end of the milestone timeline (see outline for dates). Check-ins will be performed in order to ensure all project expectations are being met, project progress is on schedule, and all members of the team are fulfilling their duties as agreed.

Purpose:

The project outline, parameters, and expectations have been put in place as guidelines to ensure the community projects portion of Leadership Durham produces a lasting impact on the Region of Durham. We are using this experiential learning method to expose participants to a part of our community they may not have otherwise experienced, and also to practice essential leadership skills; to work collaboratively in a group setting where many diverse voices and stakeholders have an equal say.

While this is part of a development program, the community project will also seek to provide sustainable, lasting impact on an organization and the community they serve. The work Leadership Durham participants provide is expected to be professional in terms of commitment, communication, and product. Throughout the process, we hope relationships are formed that will last beyond the program's term.

Ultimately, it is up to the Leadership Durham participant group in conjunction with their project leader how they will proceed to complete the project. The role of Leadership Durham's administrative team will be to guide and offer resources if required, and ensure milestones are being achieved. If the organization receiving the project is pleased with the result, and the participants have learned collaborative leadership skills through a positive experience, these will be the most important results on which the project is measured.



2018/2019 Leadership Durham Community Projects Outline

Milestone	Project Introduction Sept. 29th: At the opening retreat, Leadership Durham participants will be introduced to the Community Projects portion of their curriculum. This will include the		
Partner	LD Participants	Project Leader	LD Staff Rep
Attendance	√	X	√
Deliverables	Participants will gain a preliminary understanding of community projects, including parameters, schedule, and expectations	Project applications will have been submitted and accepted	Present participants with an introduction to community projects
Timeframe	September 29 th 2018 (Opening Retreat)		



Milestone	Project Selection: At Learning Day 1, Community Project Leaders will 'pitch' their organization's project to Leadership Durham participants. Participants will then engage in a layered selection process and split up into their year-long project groups.		
Partner	LD Participants	Project Leader	LD Staff Rep
Attendance	√	√	√
Deliverables	Participants hear presentations from Project Leaders and determine 1) Which project they will work on, and 2) Who will be in their project group	Leaders will prepare and deliver short presentations to participants for selection	Will facilitate the presentations and selection process and ensure equal numbers
Timeframe	October 26 th 2018 (Learning Day One)		

Milestone	<p>Initial Project Planning Meeting: Participants and project leaders will have an initial meeting to discuss their collective project, parameters, and expectations. This will include realistic goals, meeting schedules, correspondence, and roles. The initial meeting will be chaired by the Project Leader to properly lay out their expectations.</p>		
Partner	LD Participants	Project Leader	LD Staff Rep
Attendance	√	√	If Requested
Deliverables	By the end of the meeting, participants will have determined their work plan for the year and have a clear understanding of their roles and responsibilities	Leaders will prepare agenda with clear expectations for their project group to fulfill	Will attend meeting if requested to delineate program expectations
Timeframe	<p>Nov 5th,2018 to Nov 22nd,2018 Meetings must take place before November learning day on Friday, November 23rd.</p>		

Milestone	<p>Project Proposal: Participants and Project Leaders will have agreed upon a final plan for their project. Following the January learning day, project groups will provide a brief overview of what they will achieve to the rest of the Leadership Durham cohort and LD staff</p>		
Partner	LD Participants	Project Leader	LD Staff Rep
Attendance	√	X	√
Deliverables	Participants will have agreed upon a proposed plan with their Project leaders beforehand, and will provide an oral description (5 to 10 min). After presentations, groups will discuss challenges collaboratively	Leaders will have approved a proposed plan	Will facilitate discussion following presentations
Timeframe	January 25 th , 2019 (Learning Day 3)		



Milestone	<p>Project Update Meeting: Participants and Project Leaders will hold a meeting to prepare an update to the Leadership Durham team at the March learning day. . This meeting will be chaired by the LD participants, and they will be responsible for developing the agenda and facilitation. <i>Subsequent meetings are to be coordinated at the discretion of the project groups and leaders.</i></p>		
Partner	LD Participants	Project Leader	LD Staff Rep
Attendance	√	√	If Requested
Deliverables	Participants have begun preliminary work on the projects during the development phase. They will have a clearly defined plan and objectives to share with their Project Leaders. They will be prepared to facilitate the meeting	Leaders will be available for meeting with project group and come prepared to provide feedback and direction	Will only attend meeting if specifically requested. Will provide consultation if needed
Timeframe	<p>March 4th, 2019 to March 28th, 2019 Meetings must take place before March learning day on Friday, March 29th.</p>		



Milestone	<p>Project Completion Meeting: Participants and Project Leaders will hold a meeting to prepare a short presentation of their final product to the Leadership Durham team at the May learning day. This meeting will be chaired by the LD participants, and they will be responsible for developing the agenda and facilitation. <i>Subsequent meetings are to be coordinated at the discretion of the project groups and leaders</i></p>		
Partner	LD Participants	Project Leader	LD Staff Rep
Attendance	√	√	If Requested
Deliverables	Participants have completed project that has met the expectations of their Project Leader and lead organization. They will be come prepared with concepts of how to present the final product, and will facilitate the meeting	Leaders will coordinate approval from their organization for final products (If required).	Will only attend meeting if specifically requested. Will provide consultation if needed
Timeframe	<p>April 29th, 2019 to May 9th, 2019 Meetings must take place before May learning day on Friday, May 10th.</p>		



Milestone	<p>Project Filming Session: Participants and Project Leaders will take part in a short video to describe and promote their community project. This will consist of interviews and provide an overview of the work that was involved in the project and how it will benefit the community.</p>		
Partner	LD Participants	Project Leader	LD Staff Rep
Attendance	√	√	√
Deliverables	Participants will take part in individual interviews to describe their roles in the project and what they learned in the process	Leaders will take part in individual interviews to describe the project goals and how it will benefit the community	Will interview all parties and edit final film.
Timeframe	<p>May 13th, 2019 to May 31st, 2019 All interviews MUST be completed no later than one week prior to Graduate Showcase (June 7th).</p>		



Milestone	<p>Graduate Showcase Presentation: Participants and Project Leaders will present their final projects at the 2019 Leadership Durham Graduate Showcase. The presentation will include a brief introduction of the team, project overview, and screening of the film. Who delivers the presentation will be decided collaboratively by the Participants and Leader, and should not total more than roughly 8 minutes (including film).</p>		
Partner	LD Participants	Project Leader	LD Staff Rep
Attendance	√	√	√
Deliverables	Participants will coordinate how the project and team will be presented before Graduate Showcase	Leaders will make sure they, or a representative if their organization attends the Showcase	Will complete final film and introduce team at Showcase.
Timeframe	June 7 th , 2019 (Graduate Showcase)		