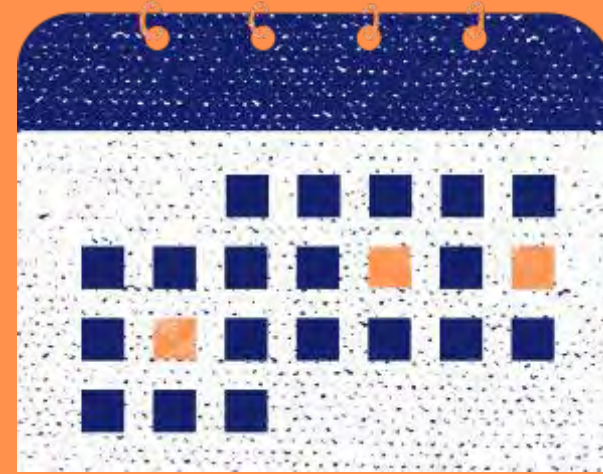


L.E.A.D

Leadership.
Excellence.
Action.
Development.





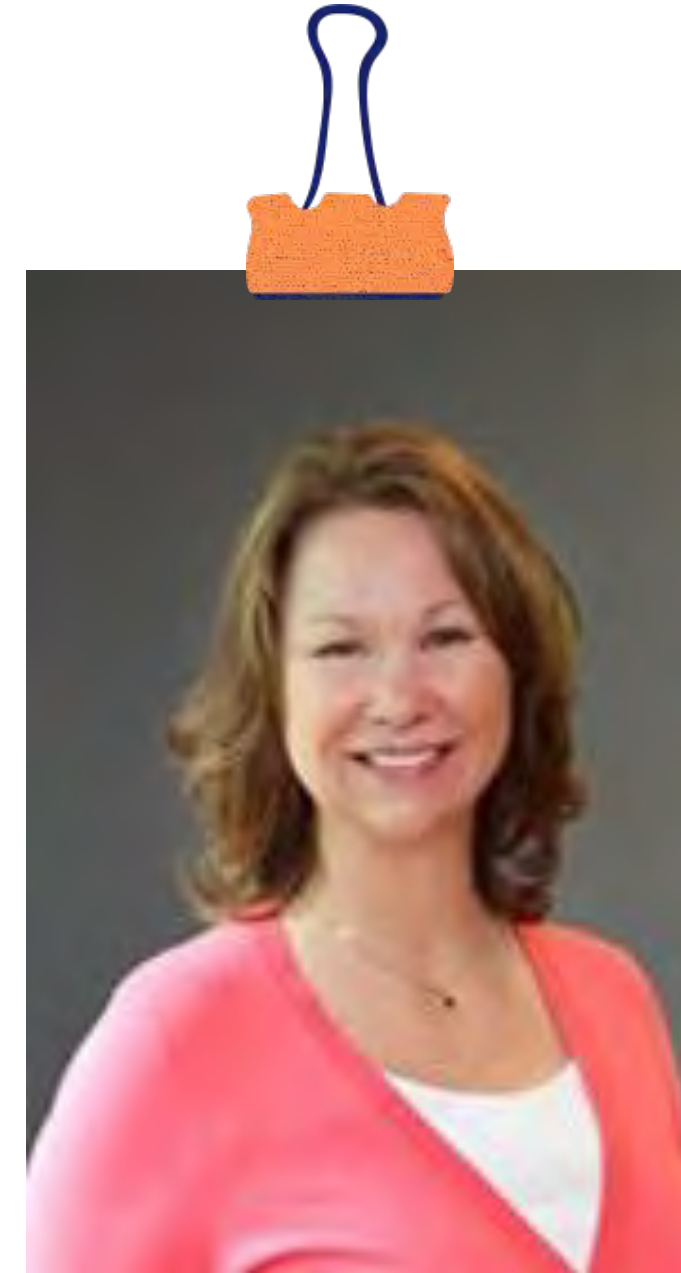
Project Management: Taking Initiative and Being Accountable

Date: 3/19/21

Presented By

Aimee Julian, PhD

- **Director**
- **Illinois Center for
Specialized Professional
Support**



Presented By

Molly Cook

- **Workforce Research Coordinator - ICSPS**
- **BS in Sociology and Theology – Aquinas College**
- **MS in Sociology – Illinois State University**
- **Background in non-profit development, economic development and homelessness**



Upcoming



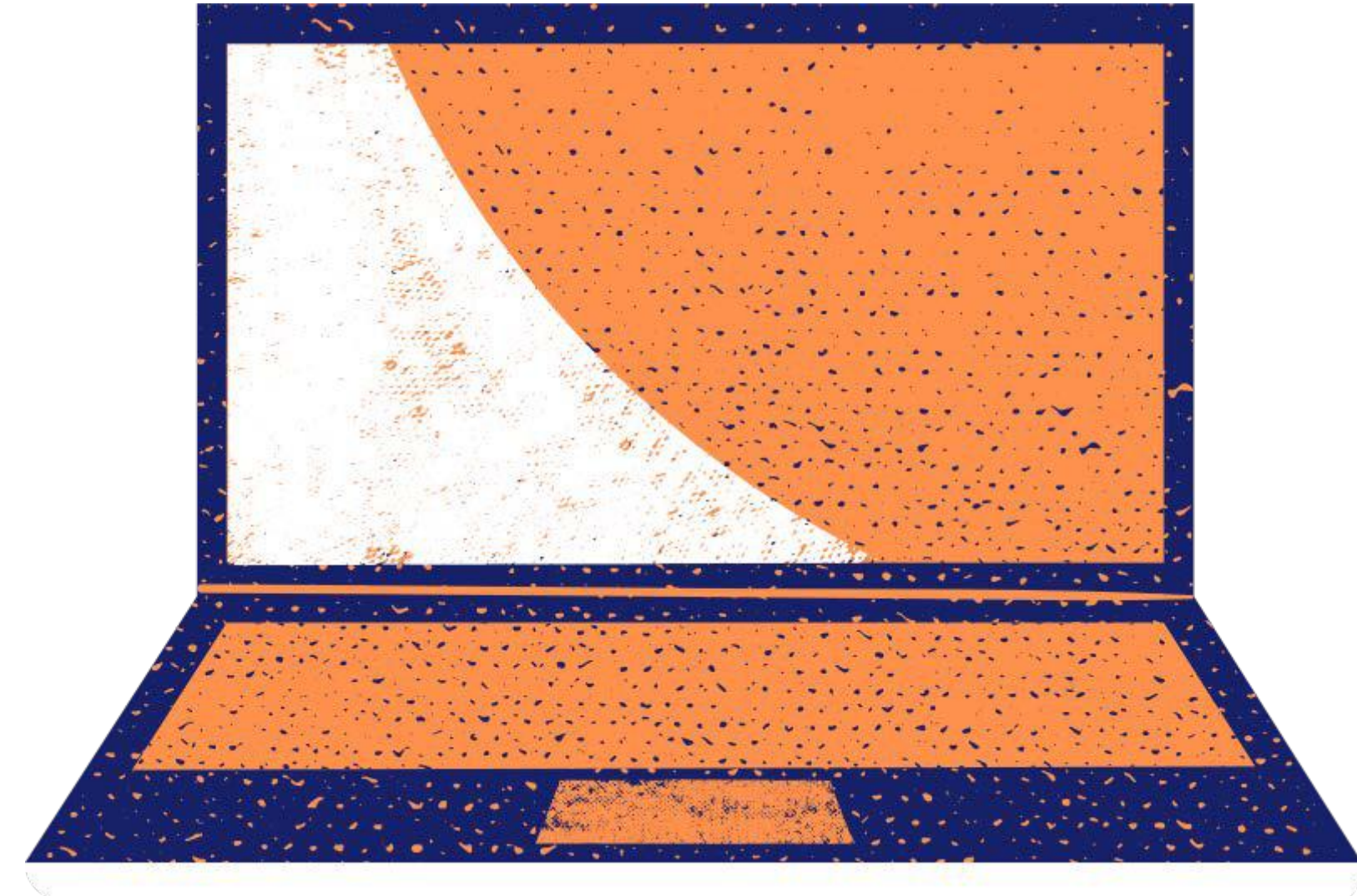
April 16, 2021

9-10am

Manage Your Schedule Like a Boss:

The Art of Delegation and Saying No

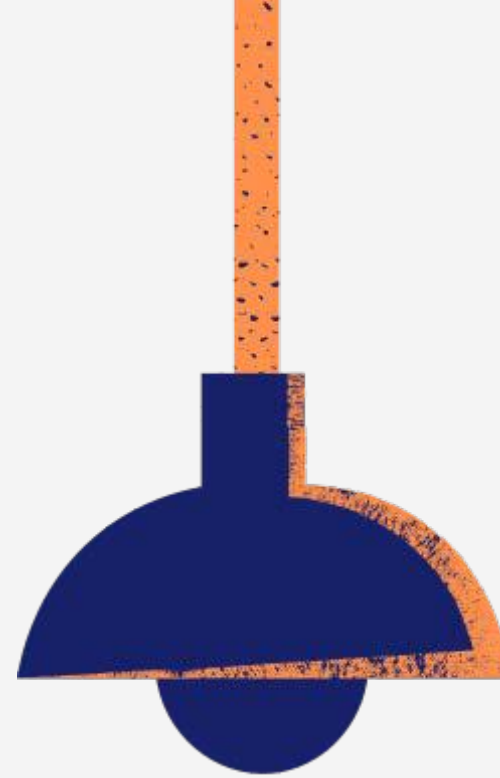
[Sign up here.](#)




Poll




How many of you are on teams that, more often than not, reach their deadlines and goals?



Chat



Thinking back on past teams you've been a part of, what is one thing a project manager, coach, or leader has done well to motivate your team or keep you on track?



Agenda



Project Lifecycle

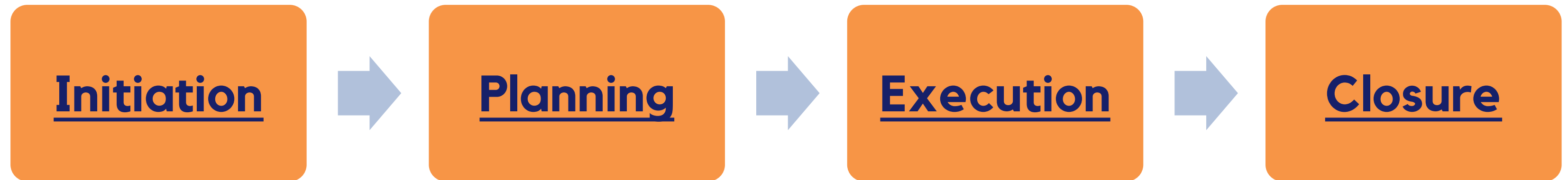


Tips for each phase of the project lifecycle



Resources

Project Lifecycle



Pre-Phase 1



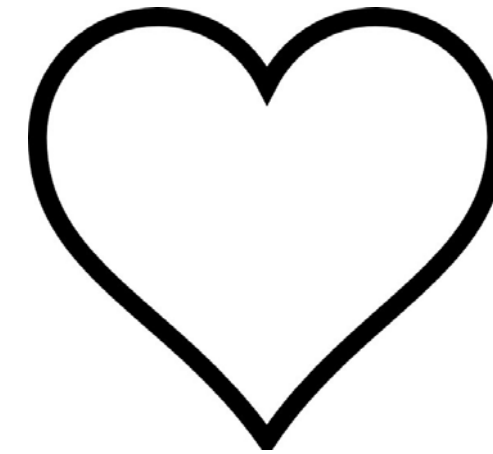
Talk to others



Research other programs/groups that complete similar work



Consider your work style



Who do I work well with?

Why do I care about this topic/cause?

What time do I have to give to this project?

*"Self awareness and self love
matter. Who we are is how we
lead."*

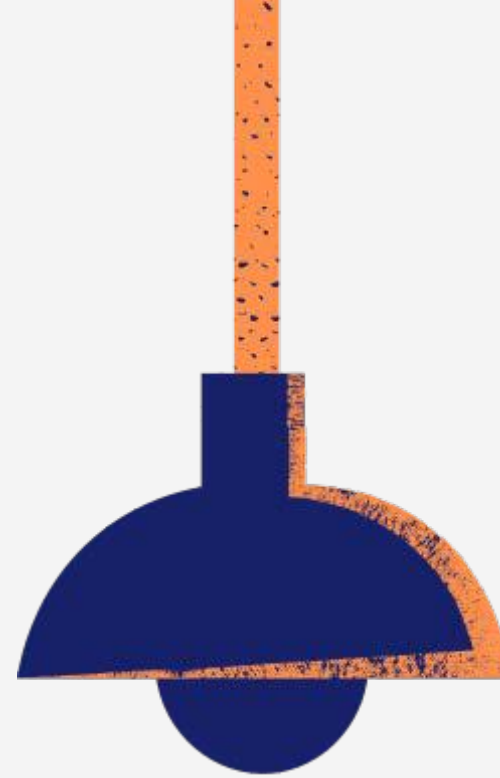
-Brené Brown, Dare to Lead, pg.11

Chat



What steps do you usually take prior to joining a team or taking on a project manager/staff role?

Are there any that you wish you did?



Phase 1:

Initiation



Project Charter

- Deliverables
- Objectives
(Charges/Priorities)
- Stakeholders
- Time
- Budget
- Scope
- Team Members
- Risks
- Success Criteria



Define the
vision/mission



Create a
structure
(workgroups)



Set deadlines



Determine
budget, staff,
and members

Example

EQUITY TASK FORCE WORKGROUP GUIDE



Data Analysis Workgroup

Assessing, analyzing, and recommending education and workforce tools that can track program access and outcomes and disaggregate data to reveal disparities in policies and program delivery.

Policy Workgroup

Examining programs, policies, and practices to infuse issues of equity and inclusion into these programs, policies, and practices as authorized by law.

Program Workgroup

Making recommendations regarding inclusive and diverse approaches, including professional development of staff, to ensure use of an equity lens in serving their diverse populations.

Target Populations as our scope: Women, rural residents, people of color, individuals with disabilities, veterans, justice-impacted populations, immigrant populations, LGBTQ community, homeless and homeless youth, low income individuals, foster care youth and alumni, migrant and seasonal workers, individuals working to achieve their high school equivalency, persons receiving public assistance, individuals who are basic skills deficient.

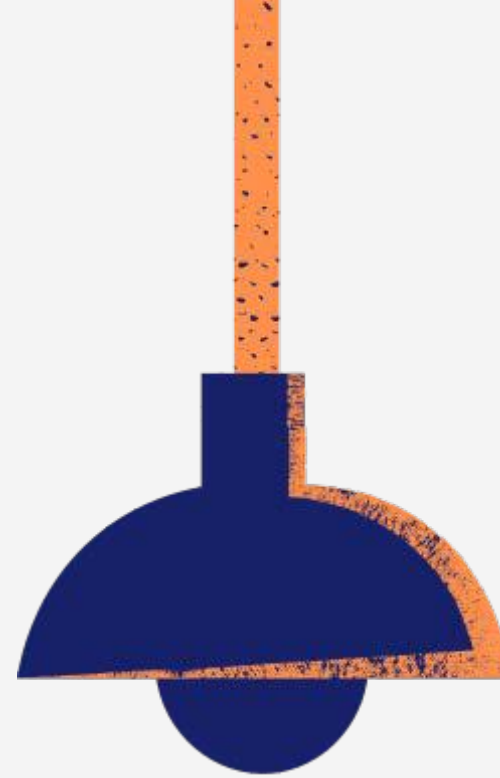
Framework and Approach:



Time

"A cognitive quirk called the planning fallacy leads us to consistently underestimate how long it will take us to complete a project"

Team Members



"The strength of the team is each individual member. The strength of each member is the team."

- Phil Jackson

Strengths Finder

Four Domains of Team Strength

EXECUTING	INFLUENCING	RELATIONSHIP BUILDING	STRATEGIC THINKING
People with dominant Executing themes know how to make things happen.	People with dominant Influencing themes know how to take charge, speak up, and make sure the team is heard.	People with dominant Relationship Building themes have the ability to build strong relationships that can hold a team together and make the team greater than the sum of its parts.	People with dominant Strategic Thinking themes help teams consider what could be. They absorb and analyze information that can inform better decisions.
Achiever Arranger Belief Consistency Deliberative Discipline Focus Responsibility Restorative	Activator Command Communication Competition Maximizer Self-Assurance Significance Woo	Adaptability Connectedness Developer Empathy Harmony Includer Individualization Positivity Relator	Analytical Context Futuristic Ideation Input Intellection Learner Strategic

16 Personalities



ANALYSTS

Intuitive (**N**) and Thinking (**T**) personality types, known for their rationality, impartiality, and intellectual excellence.

Architect
INTJ

Logician
INTP

Commander
ENTJ

Debater
ENTP



DIPLOMATS

Intuitive (**N**) and Feeling (**F**) personality types, known for their empathy, diplomatic skills, and passionate idealism.

Advocate
INFJ

Mediator
INFP

Protagonist
ENFJ

Campaigner
ENFP



SENTINELS

Observant (**S**) and Judging (**J**) personality types, known for their practicality and focus on order, security, and stability.

Logistician
ISTJ

Defender
ISFJ

Executive
ESTJ

Consul
ESFJ



EXPLORERS

Observant (**S**) and Prospecting (**P**) personality types, known for their spontaneity, ingenuity, and flexibility.

Virtuoso
ISTP

Adventurer
ISFP

Entrepreneur
ESTP

Entertainer
ESFP

Consider Small Group Roles

Consider the roles that members tend to take on including task, relationship, and disruptive roles.

Task Roles

- Information seeker/giver
- Organizer
- Clarifier
- Elaborator
- Evaluator
- Initiator

Relationship Roles

- Gatekeeper
- Harmonizer
- Tension Reliever
- Supporter

Disruptive Roles

- Blocker
- Avoider
- Credit Seeker
- Distractor
- Dominator



Chat



When you are on a team,
how do you get to know
the strengths of your
teammates?



Phase 2:

Planning



Create a workplan



Develop a system



Create workgroups

ATTACHMENT I - PROJECT IMPLEMENTATION PLAN

Note that successful grantees will be required to develop a more complete workplan.

List the major project activities in the first column. In the second column, indicate the timelines for completion of the activities. Timelines may be specified by the month of the project (e.g., such as month 1, month 2, etc.) or by specific dates. In the third column, indicate the staff by name and title responsible for performing the activities, and indicate the organizational affiliation of each staff person listed. The fourth column must describe the deliverable associated with the project activity. [Expand the table as needed].

ACTIVITY	TIMELINE	RESPONSIBLE STAFF	DELIVERABLE

Sample plan from workNet

Workplan

Mission

Create an evaluation framework for the WIOA system including evaluation elements of policies, programs, and processes created or overseen by the IWIB to be used by the WIOA system.			
Driver/Anchor Description	Expected Outcome Activities	Deliverable	Target Delivery Date
Create a draft framework based on the DOL 2020 Evaluation Toolkit	All Workgroup members provide feedback on the document	Draft Illinois Evaluation Framework/Toolkit	April 2021
	Determine additions to the document, including fillable forms, executive summary, and definitions		
	Make edits based on workgroup, CIC feedback, and equity definition from Equity Task Force		
Pilot the evaluation of programs, policies and processes using the framework	Identify 6 programs, policies, and processes to pilot using the framework	Models and examples of utilizing the Evaluation Framework	September 2021
	Assign workgroup members to pilots as 'point persons' for communication and assistance		
	Create a process to solicit feedback from the pilots		
Present to the IWIB a final Evaluation Framework	Edit framework based on pilot results/suggestions	Evaluation Framework for the IWIB	October 2021
	Present edited framework to full CIC		
	Present edited framework to WIOA partners for feedback		
Disseminate the Evaluation Framework to WIOA partners	Present framework to the IWIB for adoption	A working Evaluation Framework	December 2021
	Share with all WIOA Partners		



Incorporate charges and priorities



Consider the steps to achieve each charge and priority



Determine the realistic time allotment you and group members have

Example

Drivers:

Execute a customer centered design service delivery model

Better prepare staff to effectively serve business and individual customers

Demonstrate a business-demand driven orientation and establish strong business partnerships

Funding opportunity for piloting best practices in Equity work

Anchors

Integrated business services framework for state and regional workforce and economic development programs

Cross-Agency development of staff and WIOA system stakeholders

Expand access to information and resources

Establish direct relationships among diverse stakeholders

Expected Outcomes

Identification of best practices in equity-based decision-making among organizational leadership and in service delivery

Identification of best practices for assessing performance and performance metrics in evaluating organizational capacity and service delivery

Identification of strategies and programs for providing high-quality professional training

Develop a System

How will you communicate as a team?



Teams



Calendar Invites



Google Drive



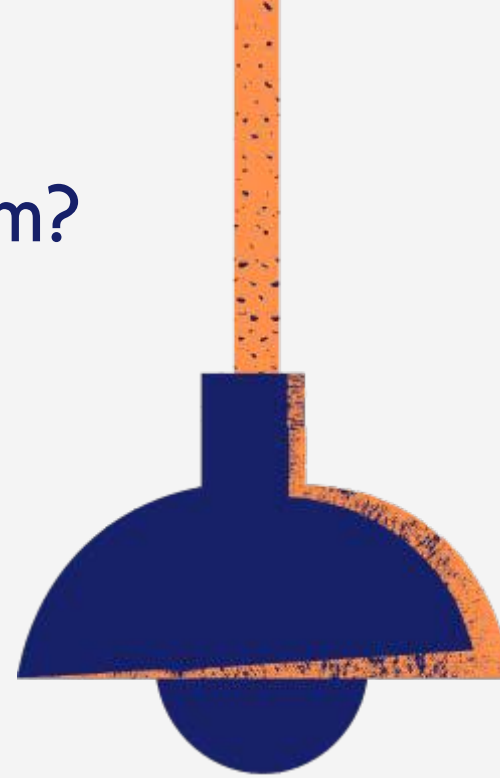
Group Me



Stand Up Meeting



Run of Show

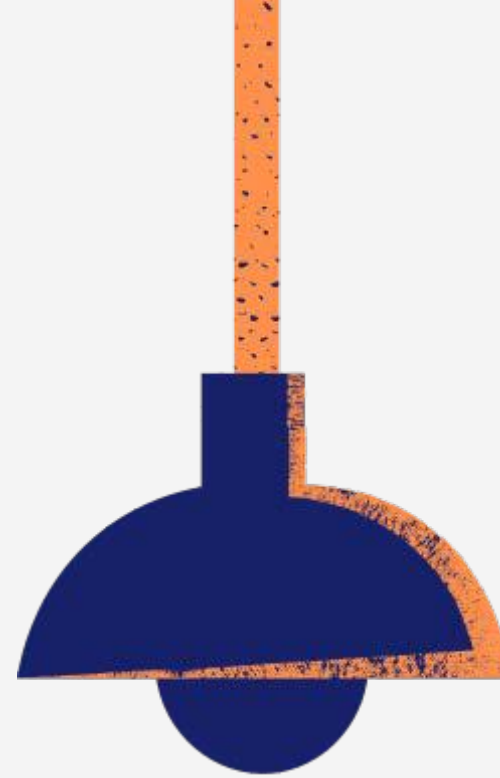


Run of Show Example

TIME (AM)	PRESENTER/ACTOR	ACTIVITY	Pass to Next	Tech Action	VIDEO	NOTES
8:10	Molly/Sarah	Confirm Zoom is working		Check Zoom phone and video	NONE	
	Sarah	Controls PowerPoint		PowerPoint	NONE	
	Terah	Monitors Chats		Chats	NONE	
	Molly	Make Sarah, Jeannette co-hosts		Co-Host	NONE	
8:15	ALL	All Core Team Arrives		Login to Zoom	NONE	
8:20	Molly	Pinch Meeting Room, Open Zoom Hit Board		Start Video	Slide 1	

Chat

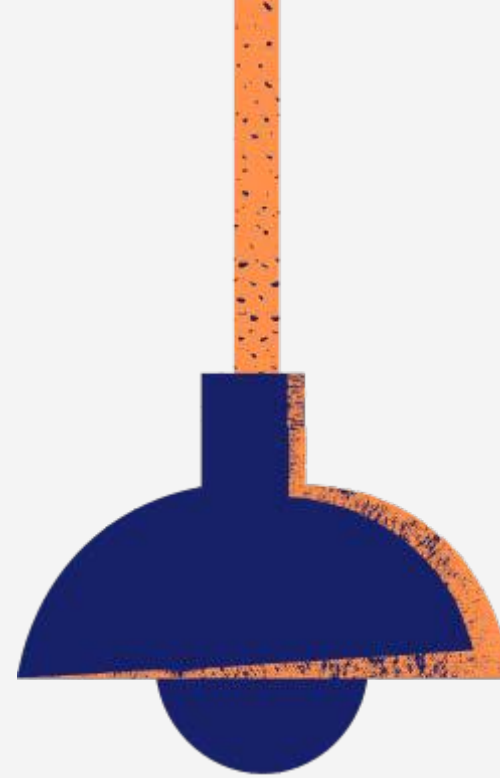
What tools do you like to use for project management?



Create workgroups



Set charges & priorities.



An opportunity for members to have increased leadership



An opportunity for members to use specific skills sets

Phase 3:

Execution



Include goals and next steps in all agendas and notes



Check-in with workgroups and members



Pilot Test

“Daring leaders must care for and be connected to the people they lead.”

-Brené Brown, Dare to Lead, pg. 12

Phase 4: Closure



Evaluate your progress



Should the work carry on?



Ask for member evaluations.



Express appreciation



Conclusion



Be realistic in time expectations



Check-in with members



Determine communication methods early

For resources, links, and ideas visit [this Padlet.](#)



Questions?