

Approving a Level 5 High Performance Leadership Project

Project Overview:

- Build a team
- Lead the team to successful completion of a project
- Develop a comprehensive plan with
 - well defined goals
 - delegate tasks to team members
 - motivate each individual

Tasks Overview:

- Team consists of at least 3 other members
- Guidance Committee consists of at least 2 other members and meets at least 5 times through the duration of the project
- Speech 1 – introduce the plan and vision
- Speech 2 – share experience developing and completing the plan

Were the following or similar resources used:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Guidance Committee Introduction
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Meeting Agenda
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Project Plan Overview
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Project Plan
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vision Plan
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Event Planning Worksheet
<input type="checkbox"/> Yes	<input type="checkbox"/> No	360 Evaluation

In this project was the candidate more of a:

- Manager (planning, organizing, facilitating specific tasks)
- Leader (build camaraderie, empower others to learn and develop)

Did the candidate display the 6 areas of Altruistic Leadership:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vision & Values
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Direction
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Persuasion
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Support
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Development
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Appreciation

Guidance Committee

Meet a minimum of 5 times. Yes No

- 1) Before you select your project
- 2) After you create a vision
- 3) After you form a team and build a full project plan
- 4) At midpoint of project plan
- 5) When project is complete

Creating a Strategy:

- Project Plan
 - At a minimum every project plan needs to include name of project, list of primary stakeholders and stakeholder groups, list of team members, record of assigned tasks, milestones, deadlines
- Delegate responsibilities
 - What were the team members' goals?
- Milestones
- Timeline
- Share a copy of the plan with each person on team
- Hold review meeting

Mid Point Evaluation

Did the candidate perform a progress review or use the 360 Evaluation and facilitate a discussion with Guidance Committee during the midpoint meeting? Yes No

Progress Review includes these 3 areas:

- Team performance
- Team effectiveness
- Personal assessment

Completing the Project:

Was there a debrief meeting with the team? Yes No

Was there a debrief meeting with the Guidance Committee? Yes No

Final documents needed:

- 360 Evaluation from at least 1 team member
- 360 Evaluation from at least 1 Guidance Committee member
- Personal 360 Evaluation