



**CEELO Leadership Academy Job-Embedded Project Plan  
October 2016-August 2017**

Your job-embedded project provides an opportunity to strengthen and apply leadership and management skills to a critical issue or goal that is important to you and your agency. Each Leadership Academy meeting will include time for you to share progress and reflections on your project and receive feedback from your coach, other Fellows and CEELO leadership. Each Fellow will also present the results of their project at our final Leadership Academy meeting next August. We also hope you will find opportunities to present your project outcomes and lessons to other audiences in your state or nationally.

Considerations:

You each proposed and briefly described a job-embedded project goal in your application however you have an opportunity to change or revise your job-embedded project, to develop and define a project that is part of your current job responsibilities AND provides you with an opportunity to build, strengthen, and stretch your leadership skills. The first meeting in November on Results Based Leadership will offer you an opportunity to further define the results and outcomes of your job-embedded project.

*By August 15-17, 2017, each Fellow will have completed a **job-embedded project case study** comprised of 3 elements: 1) the Project Description, 2) the Project Plan, and, 3) the PPT/Video presentation. Each are explained below. Using this format will bring consistency to how your projects are described and allow project-related interactions to be more effective.*

**Due December 1, 2016**

**Project Description (150 words)**

This project summary or abstract should convey a concise, clear, description of the project. Think of this as your “elevator speech” - providing a pithy and powerful explanation of your project and its expected outcomes. It should draw the reader into wanting to know more. These descriptions will be shared with your peers and coaches and will go on the Leadership Academy website, providing a window to the projects to the wider community.

**Project Plan**

The Project Plan is intended to provide a succinct narrative to guide your work on the job-embedded project. It is likely to be an evolving document that is updated regularly as you gain feedback from the project’s implementation and the work with peers, coaches and faculty during LA meetings.

We are requesting that you revisit your initial project description in your application to accomplish the following:

- Refine and expand your project plan to address the questions outlined below.
- Limit your project plan to 2-4 pages.
- Discuss your revised plan in your first call with your coach.

### Job-Embedded Project Plan Outline

#### **Project Title:**

#### **Summary Description: (150 words)**

#### **Purpose:**

- Why are you doing this work?

#### **Objectives:**

- What specific results do you intend to achieve and how will your results be measured?
- What are the performance indicators and evidence of success that could reasonably be achieved in the nine months of the LA?

#### **Assumptions and Potential Challenges**

- The role of other state agencies and/or organizations that will be critical to achieving your identified results.
- Identify the 3-5 individual leaders who are critical to the success of your project and how you plan to engage them to achieve your desired results.
- Organization, fiscal or systemic challenges you anticipate having to face and possible solutions.

#### **Leadership Skills and Competencies**

- What are your key priorities for strengthening your capacity as an early childhood leader and manager through this project?

#### **April 7, 2017 Project Check-in**

Based on your December 2015 job-embedded project plan, talk with your coach about the progress of your project. Use these questions as a guide:

- Given the objectives you set for project, what have you accomplished to date on your project?
  - What evidence have you collected to demonstrate your impact to date based on the performance indicators you identified?
- What goals do you have for yourself and the project from now until August?
- What support do you need from CEELo/your coach to be successful with your project?
- Do you believe that this project enhanced your leadership skills? If so, how? If not, why not?

## **August 2017: Final Job-Embedded Project Presentation**

During the August 2017 LA meeting, each fellow will be expected to present the results of their job-embedded project to the full group. Further details and suggestions on format will be discussed at a later date. We are hoping the presentation for the LA will also be used by each Fellow to communicate their LA goals and results to other audiences in their state or nationally.

Please prepare an “artifact” (could be PPTs, no more than 5 slides that address the following through words, pictures, data graphs, prezi, or video the following? The following can encompass your experience in the Leadership Academy through the specific lense of your job-embedded project. Please address changes in your project as appropriate.

1. What you did and why?
2. What did you accomplish?
3. How do you know?
4. What leadership skills did you develop? Or need to develop?
5. What’s next for you or the J-E project?