BE THE MAESTRO(A) OF THE SYMPHONY

Project Management for CCI Round I and Round II Grantees
LET’S BEGIN WITH THE END IN MIND

KNOW:

- INTENT of the CCI Initiative
- INTENT of YOUR proposal
- CONTENT of YOUR proposal
- Plan for sustainability
- EVALUATION plan
- What “done” looks like
YOU HAVE TOOLS TO ASSIST YOU

- Goals/indicator/outcome statements
- Gantt chart
- Budget
- Reporting template
WHO IS INFLUENCED BY PROJECT RESULTS?

- Who are the stakeholders?
- How do you ensure they have a common vision of the project’s BIG IDEAS and expected outcomes?
DETERMINE DECISION-MAKING AUTHORITY

- Create decision-making structure
- Establish a steering committee?
- Develop PROJECT TEAM with roles, responsibilities, and relationships
- Who are thought leaders/influencers with external stakeholders?
DETERMINE WORK BUCKETS RELATED TO GOALS

- DEVELOP TASK LIST

<table>
<thead>
<tr>
<th>Goal Year</th>
<th>Activities/Tasks</th>
<th>Owner</th>
<th>By When</th>
<th>Expected Output</th>
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</thead>
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DEVELOP A COMMUNICATIONS PLAN

- WITHIN THE PROJECT TEAM
- WITH ALL STAKEHOLDERS

  - What does each group need to know?
  - How often will communications occur and in what form?
WITHIN THE PROJECT TEAM:

ENSURE CLEAR UNDERSTANDING OF

- The proposal
- Timelines (revisit often)
- Resources
- Budgets
- Evaluation feedback
➢ Between school administrators and school counselors

➢ With teachers

➢ With students

➢ With families

➢ Other relationships
WITH EXTERNAL STAKEHOLDERS

- Mental Health Service Providers
- Wrap-around Services
- Higher Education
- Business and Industry
- Media
- Others
COMMUNICATION

- Status Reports
- Project Briefings
- Status Meetings

- Who is the audience?
- What is the intent of communication?
  Persuasion, decision-making, request, information only...
<table>
<thead>
<tr>
<th>STAKEHOLDERS</th>
<th>Communication Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who?</strong></td>
<td><strong>Who?</strong></td>
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<td><strong>What?</strong></td>
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<td><strong>How?</strong></td>
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EVALUATION IS YOUR FRIEND

- Planning for Reporting Templates
- Collecting and aggregating data
- Analyzing data

- FINE-TUNE THE WORK
- MONITOR AND ADJUST
LISTEN . . .

OBSERVE . . .
▪ Own the work

▪ Be true to the work

▪ Ensure academic, socio-emotional, and college/career counseling are encompassed in your comprehensive counseling program
Have operational sustainability plans for positions and programs funded by the grant.
Leverage the CCI for school-wide and community-wide change in systems and culture around comprehensive counseling.
APPLAUD YOUR WORK!