

## HERS Capstone Leadership Project Action Plan

Title of Project:

Brief Description/Summary of Project (50-75 words):

Questions for consideration	Describe strategies/ideas fully	Rationale for strategies	Concerns/Help needed/Feedback
<b>Session 1: Initiating Change</b>			
What is the <b>AGENDA</b> for this change initiative? What is the problem to be addressed?			
Provide a compelling vision for this initiative. What does success look like?			
How did this problem come to your attention? Who else thinks you are the right person to address it? Use support from your Senior Officer Interviews where possible.			
Are there particular <i>internal</i> personal, political, and/or cultural factors that should be addressed/attended to in solving this problem?			

Questions to consider

Describe strategies / ideas fully

Rationale for strategies

Concerns/Help needed/Feedback p. 2

<p>Are there particular <b>external</b> personal, political, and/or cultural factors that should be addressed/attended to in solving this problem?</p>			
<p>What is the <b>RATONALE</b> for this change initiative? Why is it important to undertake THIS initiative right NOW?</p>			
<p>How is this initiative moving the strategic plan forward or is it otherwise connected to the mission?</p>			
<p>Are there particular aspects of the campus culture that will be challenged in addressing this problem? Where does this project fit within the internal and external factors noted above?</p>			
<p>How does this project contribute to continuing excellence, survival, or otherwise moving forward?</p>			

Questions to consider

Describe strategies / ideas fully

Rationale for strategies

Concerns/Help needed/Feedback p. 3

What is the <b>SCOPE/SUBSTANCE</b> of this project? What absolutely must be included?			
What is currently in the scope, but could be omitted if necessary?			
Is this a technical or adaptive problem? Incremental or Transformational?			
What is the timeframe for completing this project?			
<b>Session 2 – Leading Change</b>			
Is there a particular model of change that you think could work well with your campus and/or this project?			
Who will be most affected by this change and what influence do you have with them? (champions and critics)			

Questions to consider

Describe strategies / ideas fully

Rationale for strategies

Concerns/Help needed/Feedback p. 4

<p>How can you best engage and empower a group to assist with this project? Which stakeholders and decision makers should be included? Remember Rule of 20-60-20</p>			
<p>What are 3-4 key tasks/strategies to accomplish to help get started?</p>			
<p>What are the barriers you can foresee to accomplishing this project? Are they avoidable?</p>			
<p>How are you attending to possible legal and financial concerns related to the project?</p>			
<p>What are the key HUMAN resources needed to accomplish this project?</p>			

Questions to consider

Describe strategies / ideas fully

Rationale for strategies

Concerns/Help needed/Feedback p. 5

<p>What are the key FINANCIAL resources needed to accomplish this project?</p>			
<p>What are the key TIME and SPACE resources needed to accomplish this project?</p>			
<p>How are you intentionally considering diverse individuals and including diverse perspectives to accomplish your goals?</p>			
<p>What are you doing to prepare for inevitable conflict among the committee or elsewhere on campus related to the project? How will you negotiate it as it arises?</p>			
<p>With whom should you be networking to help understand diverse perspectives as input and critique to then be able to incorporate them into the project?</p>			

Questions to consider

Describe strategies / ideas fully

Rationale for strategies

Concerns/Help needed/Feedback p. 6

What is the communication strategy for sharing the project status and to whom does it need to be shared? How often?			
How might the communication strategy be different for different audiences?			
<b>Session 3 – Evaluating Change</b>			
What evidence will be collected to demonstrate progress / success? Consider qualitative & quantitative and direct & indirect measures.			
How, when, where, and by whom will evidence be collected?			
How, when, where, and by whom will results be disseminated?			

Questions to consider

Describe strategies / ideas fully

Rationale for strategies

Concerns/Help needed/Feedback p. 7

How, when, where, and with whom will progress be celebrated?			

<b>Update 1 – HERS Institute</b>			
<b>Changes needed (if any)</b>	<b>Rationale for changes</b>	<b>Strategies/Ideas to address them</b>	<b>Concerns/Help needed/Feedback</b>

**Update 2: Mid-Year Project Status** (Provide a 50-150 words update on your progress-to-date, changes [if any] you made or that are needed, potential to achieve the project outcomes, and any information about how we can help you.)