

HIVE PROJECTS AND EXPECTATIONS



INNOVATION AMBASSADORS

DOWNLOAD TOOLS @

<https://www.acgov.com/8386/Hive-Project-Groups>





Hive Project Groups

GA Possible

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Hive Project Groups

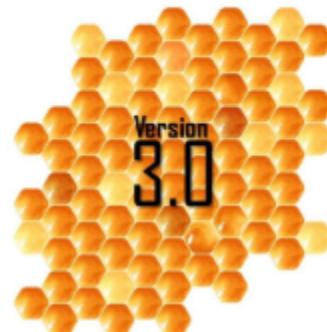
Each year, a new group (version) of the Innovation Ambassadors are presented with a variety of projects with problem statements presented by any number of departments who have a need for innovative solutions. The ambassadors self-select the projects they are most interested in, forming "hives" with other employees, and working across departments to explore potential solutions for the remainder of the year.



2017



2018



2019



Hive Group Presentation Guidelines and Expectations

- [IA Hive Group Presentation Guidelines](#)
- [Hive Project Objectives Worksheet template](#)

PowerPoint

- [Common mistakes to avoid when making a PPT](#)

SWOT Analysis Tools

- [Swot Analysis Template](#)
- [HBR SWOT Guide](#)

Budget

- [FY20 Budget in Brief](#)
- [ACC - Fund Balance Policy Review 12.05.19](#)

Project Management

HIVE PROJECT OBJECTIVES WORKSHEET

Today, please complete your Hive's header and **IDENTIFY THE HIVE LEADER.**

The Hive Leader will be responsible for ensuring Hive accountability and deliverables.

Take a photo with your phone and email a copy to Catherine.Bennett@accgov.com

START DATE		DEADLINE DATE	
HIVE PROJECT NAME			
TEAM MEMBERS	1	5	
	2	6	
	3	7	
	4	8	

Add your goal(s) to the following worksheet, then use the SMART process to determine the characteristics of your objective(s). SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. If the goal is to improve a native habitat in the city, an objective should look like this:

"To increase the native plants between Pulaski and Hancock Streets by 50% by March 31st."

GOAL	
OBJECTIVE 1	
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What percentage?	
ACHIEVABLE: Do you have skills and tools to accomplish this objective?	
RELEVANT: Does it fit with overall organizational objectives?	
TIME-BOUND: Intermediate and final deadlines	

DEFINE THE PROJECT GOAL

A high-level, general statement about the aims of the project.

What will the project's recommendation/solution accomplish?

Projects may have more than one goal and several objectives per goal.

Do not confuse goals with objectives.

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DEFINE GOAL OBJECTIVES

Objectives are low-level, specific statements that support the goal.

An objective should specify desirable, measureable outcomes in quantifiable terms.

It should clearly define the result of the activity.

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HIVE PROJECT OBJECTIVES WORKSHEET

Write the objectives BEFORE starting the project.

*Identify the **SMART** outcomes for each objective.*

Be clear about the deliverables for the project.

Be brief – don't try to “sell” the goal with your objectives.

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HIVE PROJECT OBJECTIVES WORKSHEET

Use plain English, not jargon, so anyone can understand your objective.

A Hive objective should support ACCGov organizational objectives.

Your objectives should be realistic and within your Hive's ability to control.

Each objective should become a measurable milestone for the project.

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EXAMPLE - WEBSITE DEVELOPMENT GOAL:

Visitors will be convinced that global warming exists.

OBJECTIVES:

- Create a table comparing the costs of addressing global warming today verses 100 years from now
- Illustrate the effects of global warming in a photo gallery
- Identify and address the "myths" of global warming

Sources:

<https://www.projectsmart.co.uk/defining-project-goals-and-objectives.php>
<https://i.huffpost.com/gen/1694334/thumbs/o-CLIMATE-CHANGE-facebook.jpg>

EVEN MORE TIPS!

- Connect the goals and objectives to the problem statement.
- Include all relevant groups and individuals in the target audience.
- Determine how you will measure the change projected in each objective.
- Rewrite the objective if there is no way to measure it.
- Clearly define and differentiate the objectives and methods.



**YOUR POWERPOINT IS YOUR
SECRET WEAPON
IN PRESENTING YOUR PROJECT**



**AVOID BEING
CLEVER.**



**BE SMART
INSTEAD.**



**SEEK FEEDBACK
FROM EXPERTS.**



**READ THE
HANDOUTS.**

Common mistakes to avoid when making a PPT



**READ THE
HANDOUTS.**

*Innovation Ambassador Hive Group Presentation
Guidelines and Expectations*

WE'RE DONE,
YAY!!