

From: Gail S.M. Evans  
To: LMC Board  
Subj: LMC Class Project  
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I. Role of the Class Project in the LMC curriculum:

- Assist members in getting to know one another
- Enhance Teamwork skills
- Enhance knowledge of facets of Montgomery County related to the project
- Build lasting bond among class members
- Leave a legacy to the county

II. Project Guidelines:

- Continuing benefit to the community
- Benefits all of Montgomery County – not just one community
- Outcome is measurable
- Project is fundable
- If project results in output that requires maintenance/upkeep (like a website), agreement for that support received prior to approval of project and completed project includes handoff to receiving agency
- Sufficient scope to involve all class members
- Capable of completion by class graduation in May

III. Project Timeline/Process:

- Class Retreat – Class Project introduction, brainstorming of possible projects with a goal of getting down to two or three for feasibility study, tentative determination of class organizational structure for project management
- October session – time scheduled in session for class meeting to report findings, finalize organizational structure for project management and select project (expectation is that class would be in communication prior to this meeting and would already be briefed on findings so can make decision). Begin development of presentation to the Board
- November LMC Board – present project to Board – significant class presence encouraged
  - Project presentation includes
    - executive summary
    - full description
    - organizational structure for project management
    - budget (including identification of revenue sources)
  - Ideally project presentation is in agenda packet sent out for November meeting
- November class session – develop response to Board's concerns if project approval not final
- December LMC Board – final project approval
- Subsequent Board meetings
  - Class representatives report on class project at beginning of each meeting. Report should include update on progress and budget update. Sufficient class members should be present to have knowledge base to respond to questions. *Class provides information to LMC office on timely basis appropriate for inclusion in the LMC website – pictures, etc. and for distribution to the media.*

- May Board meeting – Project completed and written report provided to the Board
- Graduation Luncheon – Project presented to the community

IV. Board Role:

- *Question – should there be a Board member appointed as project liaison to the class?*
  - *Role would be to answer questions, provide guidance to class as needed, and to assist board in communicating with the class*
  - *Or might another strategy be to invite a member from the previous year's class to serve as the project liaison to the board in an ex-officio capacity*
- Project files (presentation and final report) maintained in LMC office files for \_\_\_years.
- Assessment – Board conducts a formal survey of all class members at the close of the project (and after graduation) to gain feedback on the process – survey can be done using Survey Monkey (South County Chamber has license). Feedback can be used in project process review by the board in the summer. Assessment questions would be designed to determine if project is accomplishing what is described in Section I – Role.
- *Issue about following up on projects that have been handed off for future maintenance – role of the Board in that process. There is an accountability issue here since in some years money is also given to the agency for that maintenance.*
  - *One strategy might be to send a short survey to those agencies to see if project is being maintained, functioning, etc.*