SIX STEPS TO LEADING A PROJECT

Step 1: Propose your idea.

Define the project's purpose, process, and intended outcomes. What problem are you looking to solve? Who stands to benefit? How will they use it? What skills are needed to get everything up and running?

Step 2: Build your team.

Agree on channels of communication that work for your team and timelines that are realistic. Decide the role(s) each member will play.

Who will be consulted and how frequently will that happen? Who will help on a weekly basis? Who will serve as the project lead? What roles are missing from the assembled team?

Use this time wisely. Collaborate. Brainstorm. Experiment. Ask questions. Most importantly, maintain a regular schedule in order to move the project forward.

Step 3: Explore possible partnerships and pursue them.

Explore options with OpenOakland representatives once you're past the design phase and are ready to start developing.

What additional support would you like to receive? How can your project serve potential partners?

Step 4: Design. Code. Test. Fix. Repeat.

Remember that OpenOakland has a Civic User Testing Group to give you critical feedback before you launch. After you receive feedback, integrate what's useful for v.1, store what could be useful for future versions, and keep things moving forward.

Step 5: Get the word out.

Brainstorm ways to find and engage others in the community before launch. Discuss ideas with OpenOakland representatives and decide on a plan that would generate the desired impact.

Step 6: Release. Maintain. And, possibly, evolve it further.

Complete final tests to make sure everything works. Decide on a maintenance plan (if it needs one). Decide what to measure and what to analyze. Plan any future steps. Thank everyone who helped get your project off the ground.

POP

Purpose

Brainstorm what you intend to complete within a period of time. As this is the most important preparation before you start, avoid skipping it and moving too quickly to tasks. Your purpose will guide future steps. Once you and your team agree on the purpose, write it below.

Outcome

The end product, this simply means what you expect at the finish line. Is it a project timeline? Action steps? A web or mobile application? Write your intended outcome(s) below.

Process

By now, you should already know your purpose and outcome(s), so what's your road map? Define and assign tasks. Get input from your team : they're in this with you. There is lots of room for creativity.

OpenOakland
Community Powered Innovation

MOCHA

Projects often involve a number of people and roles. In order to minimize confusion and maximize collaboration, roles should be defined as early as possible. Thanks to our friends at The Management Center, the roles are listed as the following:

Manager

Assigns responsibility and holds the owner accountable; makes suggestions, asks hard questions, reviews progress, serves as a resource, and intervenes if the work is off-track

Owner

Has overall responsibility for the success or failure of the project; ensures all the work gets done, either directly or with helpers, and that others are involved appropriately; there should only be one owner

Consultant

Should be asked for input or needs to be brought into the project

Helper

Assists with or does some of the work

Approver

Signs off on decisions before they're final; may be the manager, thought might also be the executive director, external partner, or board chair

MANAGER	OWNER	CONSULTANT(S)	HELPER(S)	APPROVER