

Wisconsin Public Defender Leadership Development Program 2003-2004

Project Topic Guidelines

Identifying and developing a major project will allow the participant to build crucial leadership skills. While there is a degree of flexibility in the definition of a major project, proposals for major projects should contain most, if not all, of the following key components and experiences:

- The identification of tasks and end products useful to the agency's planning and day-to-day functioning.
- Experiences that will allow the participant to develop written and oral communications skills.
- Opportunities for the participant to develop problem-solving and planning skills.
- Chances for the participant to increase his/her organizational and process knowledge through interactions with other subunits of the SPD, outside agencies, members of the executive and legislative branches, etc.
- A work plan that includes specific objectives, timeframes, product(s), and a formal assessment component.

Project Proposal Guidelines

Written project proposals should include the following:

- Nature of the major project
- Specific objectives
- Timeframes for these tasks
- Identification of the end product
- Evaluation component.

The proposal and work plan would also identify logistics and resource issues. These will include (but not be limited to): whether or not the major project would be a full or part time experience, whether the participant work load is reasonable, and the identification and proposed source of any necessary resources (budget, support staff, transportation, etc.).

The major project will be approved by the major project mentor, the LDP coordinators, and the manager(s) affected by the project activity.