

Implementation Process for Projects

It is critical that we effectively implement and accomplish the goals of the strategic vision. To that end, we have devised an implementation system that will be used for each action item that was identified in the *Strategic Vision Outline* that form, in their totality, our Strategic Plan. The process that we intend to use will serve to delineate responsibility for action items and provide measurable goals to ensure we maintain an objective method of accountability. We will undertake the same process for all projects.

Project: One need only look back to the topics addressed in each section of the *Foundational Document* to see the projects that stand before us. There are four projects in the “Congregations” portion of our Strategic Plan, three projects in the “Callings” section, and six projects in the “Communities” phase of our Strategic Plan. In addition, there are three other projects that will be heavily lead by the Bishop’s Office as major action items (i.e. capital campaign).

Sponsor: Each Project will have a specific Sponsor. The Sponsor is the person responsible for seeing that the Project is completed, but does not actually make the Project happen. The Sponsor will approve the charter of Project Plan and Charter, and will oversee and meet with the Project Manager to ensure completion of the Project. Each Sponsor maintains the responsibility to create and dedicate the resources required to achieve the Project Plan.

Project Manager: The Project Manager is in charge of executing the Project Plan. The Project Manager must be given the time and resources to fulfill the Project Plan, including selection and development of a Team (including subject matter experts) to assist the Project Manager in executing the Project Plan. The Project Manager is accountable and reports to the Sponsor. The single most important skill of the Project Manager is the ability to accomplish a task –

even more important than his/her actual knowledge of the assigned subject matter that relates to the project.

Team: The Team consists of individuals worked with and under the direction of the Project Manager to execute the Project Plan. This group helps formulate the Project Plan and Charter, which must be approved by the Sponsor. The Team has frequent meetings and shares the detailed work to complete the Project. Team members are often “subject matter experts” in the area(s) surrounding the Project.

Congregational Representative: The Congregational Representative will be the local representative in the field. As the Team executes the Project Plan, the Congregational Representative may be called upon to promote the Plan at the congregational level by communicating the Plan, recognizing opportunities for collaboration and recruiting, as needed.

Charter: The Charter is a document that sets forth the fundamental scope and strategy for the Project. It is developed by the Project Manager and Team, and approved by the Sponsor. It explains the “why” and key measurable goals for the Project and Project Plan – often called key predictive indexes or “KPI’s.”

Project Plan: The Project Plan is the document that sets forth the detailed work needed to accomplish the Charter. It, too, is developed by the Project Manager and Team, and approved by the Sponsor. The Project Plan reflects the substantive execution strategy to achieve the scope, strategy, and KPI’s found in the Charter.

We encourage any and all persons to volunteer if they feel called to serve on a given Project.