|  |  |  |  |
| --- | --- | --- | --- |
| Licensed District Employee:       | Director/Supervisor:       | Department:       | Date:       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT CONFERENCE*Licensed District Employee* | No | Somewhat | Yes, effectively | Extraordinary | COMMENTS |
| PLAN |
| 1. **Share your project with me. Discuss planning and project organization.** (P.1, P.3, P.4)

*(How does the project support department/district vision and goals? How did you determine the need for this project? Discuss data used. How have you used the DSD Planning Process to guide your planning? What have you done to prioritize and organize your work on this project? Share timeline. How did you maximize the use of district resources in implementing your work?)* |       |
| 1. Uses the DSD Planning Process effectively (P.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Organizes and completes work in a timely manner (P.3)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Plans effectively to maximize the use of district resources such as time, money, materials, etc. (P.4)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| LEAD, SUPPORT, & TRAIN |
| 1. **Describe project creation or implementation.** (L.1, L.2, L.5)

*(With whom did you work and how did you facilitate effective use of work and time? How did you ensure communications were clear and timely? How did you ensure products were of high quality? Share project artifacts.)* |       |
| 1. Works collaboratively with individuals and teams to ensure tasks are carried out efficiently (L.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Communicates and disseminates information clearly and concisely in a timely manner (L.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Produces high quality work that is accurate, neat, and professional (L.5)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| CHECK |
| 1. **Discuss feedback, follow up, and project evaluation.** (C.1, C.2, C.3)

*(How did you solicit and use stakeholder feedback throughout the process? What challenges arose and how did you resolve them? How did you measure the effectiveness of the project? What information will you use to ensure project implementation is ongoing and successful?)* |       |
| 1. Structures ways for stakeholders to provide feedback (C.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Uses stakeholder feedback in decision making and to guide adjustments (C.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Communicates and follows up to ensure stakeholder needs are met, problems are resolved, and the project is effectively implemented (C.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Uses data to evaluate project effectiveness (C.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 14. General comments:  |       |