

# HIVE PROJECTS AND EXPECTATIONS



# INNOVATION AMBASSADORS

# DOWNLOAD TOOLS @

<https://www.acgov.com/8386/Hive-Project-Groups>





Hive Project Groups

GA Possible

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## Hive Project Groups

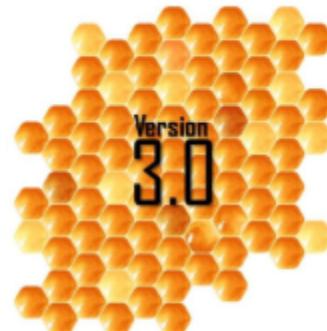
Each year, a new group (version) of the Innovation Ambassadors are presented with a variety of projects with problem statements presented by any number of departments who have a need for innovative solutions. The ambassadors self-select the projects they are most interested in, forming "hives" with other employees, and working across departments to explore potential solutions for the remainder of the year.



2017



2018



2019



### Hive Group Presentation Guidelines and Expectations

- [IA Hive Group Presentation Guidelines](#)
- [Hive Project Objectives Worksheet template](#)

### PowerPoint

- [Common mistakes to avoid when making a PPT](#)

### SWOT Analysis Tools

- [Swot Analysis Template](#)
- [HBR SWOT Guide](#)

### Budget

- [FY20 Budget in Brief](#)
- [ACC - Fund Balance Policy Review 12.05.19](#)

### Project Management

## HIVE PROJECT OBJECTIVES WORKSHEET

Today, please complete your Hive's header and **IDENTIFY THE HIVE LEADER.**

The Hive Leader will be responsible for ensuring Hive accountability and deliverables.

Take a photo with your phone and email a copy to [Catherine.Bennett@accgov.com](mailto:Catherine.Bennett@accgov.com)

START DATE		DEADLINE DATE	
HIVE PROJECT NAME			
TEAM MEMBERS	1	5	
	2	6	
	3	7	
	4	8	

Add your goal(s) to the following worksheet, then use the SMART process to determine the characteristics of your objective(s). SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. If the goal is to improve a native habitat in the city, an objective should look like this:

"To increase the native plants between Pulaski and Hancock Streets by 50% by March 31st."

GOAL	
OBJECTIVE 1	
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What percentage?	
ACHIEVABLE: Do you have skills and tools to accomplish this objective?	
RELEVANT: Does it fit with overall organizational objectives?	
TIME-BOUND: Intermediate and final deadlines	

# DEFINE THE PROJECT GOAL

A high-level, general statement about the aims of the project.

*What will the project's recommendation/solution accomplish?*

Projects may have more than one goal and several objectives per goal.

Do not confuse goals with objectives.

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# DEFINE GOAL OBJECTIVES

Objectives are low-level, specific statements that support the goal.

*An objective should specify desirable, measureable outcomes in quantifiable terms.*

It should clearly define the result of the activity.

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## HIVE PROJECT OBJECTIVES WORKSHEET

Write the objectives BEFORE starting the project.

*Identify the SMART outcomes for each objective.*

Be clear about the deliverables for the project.

Be brief – don't try to “sell” the goal with your objectives.

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## HIVE PROJECT OBJECTIVES WORKSHEET

Use plain English, not jargon, so anyone can understand your objective.

A Hive objective should support ACCGov organizational objectives.

Your objectives should be realistic and within your Hive's ability to control.

Each objective should become a measurable milestone for the project.

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# EXAMPLE - WEBSITE DEVELOPMENT GOAL:

Visitors will be convinced that global warming exists.

## OBJECTIVES:

- Create a table comparing the costs of addressing global warming today verses 100 years from now
- Illustrate the effects of global warming in a photo gallery
- Identify and address the "myths" of global warming

### Sources:

<https://www.projectsmart.co.uk/defining-project-goals-and-objectives.php>  
<https://i.huffpost.com/gen/1694334/thumbs/o-CLIMATE-CHANGE-facebook.jpg>

# EVEN MORE TIPS!

- Connect the goals and objectives to the problem statement.
- Include all relevant groups and individuals in the target audience.
- Determine how you will measure the change projected in each objective.
- Rewrite the objective if there is no way to measure it.
- Clearly define and differentiate the objectives and methods.



**YOUR POWERPOINT IS YOUR  
SECRET WEAPON  
IN PRESENTING YOUR PROJECT**



**AVOID BEING  
CLEVER.**



**BE SMART  
INSTEAD.**



**SEEK FEEDBACK  
FROM EXPERTS.**



**READ THE  
HANDOUTS.**

*Common mistakes to avoid when making a PPT*



**READ THE  
HANDOUTS.**

*Innovation Ambassador Hive Group Presentation  
Guidelines and Expectations*

WE'RE DONE,  
YAY!!