



Recipe: Project Integration Summit

INGREDIENTS

- 6-7 Project Managers
- 60-100 Project Committee Members
- 1 Email Invitation
- 1 Large Meeting Room (Technology Optional, but Helpful)
- 4-5 Desired Outcomes
- 6 Project Handouts
- Dash of College Resource Materials
- 2 Visual Elements
- 1 Piece Listening
- 1 Wedge Teaching
- 1 Break
- 1 Example of Multiple Projects Working Together
- 4 Parts Evaluation Method
- Optional: Coffee, water, and snacks

DIRECTIONS

Combine and engage 6-7 project managers with concept of broadly sharing how all projects are working to achieve college's vision of student success.

Email 1 invitation to all project committee members to join the college's Executive Leadership Team for a 3-hour project summit.

Fold in empowerment of project managers with framework, expectations, and 4-5 desired outcomes.

Prepare large meeting room with multiple tables of 6 chairs per table. Sprinkle dashes of college resource materials and visual elements on each table. Carefully fold in 1 project handout per chair. Greet attendees and direct them to sit at a chair with a project handout they know little or nothing about.

Open summit and share intended outcomes: Mindset, Transformative Change, Change Leaders, Systems Thinking. This is best done by a member of the Executive Leadership Team closely associated with 1 or more projects. If a member of the Executive Leadership Team is not available, a generic presentation may be used. CAUTION: Results may vary if generic is chosen.

Introduce Become an Expert Activity by combining 1 Piece Listening for 10 minutes with 1 Wedge of Teaching. Let tables simmer for 30 minutes.

Blend in a 10-minute break for biological and technology needs.

Whip together an introduction of Understanding the Student Experience: Connection > Entry > Progress > Completion > Transition

Whisk together 2 projects currently working together on a common goal related to the student experience, and share with all attendees.

Swirl together table-conversations of college work related to each component of the Student Experience through a Rapid Fire Activity allowing just 5 minutes for each of the 5 student experience components.

When done swirling together table conversations, summarize the work and conversations that occurred during the summit in alignment with previously shared desired outcomes.

Using a 4-part evaluation method, check attendees for doneness: What do they want to know more about? Identify new communication ideas for continuing to learn about project updates. What new things did attendees learn today? What will attendees do next as change leaders?



EVALUATION REPORT CARD - Number of Replies:

- 62: Desire to Know More
- 71: Communication Ideas
- 45: Learned Something New
- 77: What Will You Do Next

PREP TIME

3
months

PRESENTATION TIME

180
minutes

YIELD

60+
servings

WARNING: Preparation of this recipe may result in multiple presentation requests within individual department teams. Use with caution, and be ready to have fun watching eyes and minds open with a much broader understanding of how our work needs to align to prepare for developing the optimal student experience.