



## **City Engagement Policy Work Team 2018 Project Management Factor Assessment**

**Clearly identify change and who is impacted by the change** – The potential change is how the City of Minneapolis engages with neighborhoods, cultural and community organizations around projects, policies, programs and initiatives. The goal is to have some consistent policy on how this occurs in an equitable fashion. How and when is engagement funded? Who is eligible for engagement funding? What does that funding source include? What is the primary goal of this policy?

**What:** Tools, people, processes and technology are needed to help implement changes?

**Who:** Individual transitions - City Departments, Elected Officials, Neighborhood Orgs., Community and Cultural Orgs., NCR staff.

**Where:** - Where will the work team meet? In the community, at CRM or City Hall?

**When:** – How often will the work team meet? Twice per month?

**Why: Clearly define scope of project** - 1). To utilize diverse viewpoints and knowledge bases to make positive improvements to City of Minneapolis Community Engagement Policy 2). To assist the City with an implementation plan and timeline for Neighborhoods 2020.

- Tools that may be used – 2020 Roadmap and Public Comment Report, workshop feedback from CCC, individual experience and expertise, surveys, focus groups, other.

**The project has specific objectives that define success** – What does success look like?

**Project milestones have been identified and a project schedule has been created** – What are some concrete milestones for the work group? Such as deciding how funds will be divided. What are the core features that neighborhood and community organizations provide for the City with regards to engagement? What will the implementation schedule look like?

**A Project Manager has been assigned to manage resources and tasks** – Who will staff this group from NCR? Who will train this work group, facilitate and take notes?

**A work breakdown structure has been completed and deliverables have been identified** - Staff assist work team with work breakdown structure and deliverables.

**Resources for the project team have been identified and acquired based on the work breakdown structure** – Potential Contracted Trainer, contracted facilitator and note taker. Subject matter experts – City staff as needed, Community Members, advisory group members.

**Executive Sponsor is readily available to work on issues that impact dates, scope or resources** – David is readily available as needed.

**The project plan has been integrated with the change management plan** - TBD

**Guidelines, Funding and Implementation Work Team 2018**  
**Change Management Factor Assessment – Original Score – 13 – High Risk/Jeopardy**

**A structured change management approach is being applied to the project – TBD**

**An assessment of the change and its impact on the org. has been completed - No**

**An assessment of the organization's readiness for change has been completed - No**

**Anticipated areas of resistance have been identified and special tactics have been developed – Somewhat**

**A change management strategy including the necessary sponsorship model and change management team model has been created - No**

**Change management team members have been identified and trained - Somewhat**

**An assessment of the strength of the sponsorship coalition has been conducted - No**

**Change management plans including communications, sponsorship, coaching, training and resistance management plans have been created – Not yet**

**Feedback processes have been established to gather information from employees to determine how effectively the change is being adopted- No**

**Resistance to change is managed effectively and change successes are celebrated, both in private and in public – Not yet.** Urban Scholar will assist with report out on what is happening with work groups this summer. Professional facilitator will work on public and private celebrations and successes.