DDDM CAPSTONE PROJECT DESCRIPTION

The capstone project is the final step to getting your DDDM certificate and should demonstrate the new learning and skills you have achieved over the course. Successful capstone completion will vary for students depending on what they are trying to achieve, where they are starting from, and what they need to do to get there. We are breaking the capstone project into five different tasks that reflect the use of data in the real world:

- ☐ Designing the data collection system
- ☐ Collection of data
- ☐ Analysis of data
- ☐ Presentation of data
- ☐ Insights, conclusions, and recommendations provided using the data

Because the time frame of 8 weeks may not align well with the existing schedules of your jurisdictions workflow, we propose students complete at least 3 of the 5 tasks this summer. In addition, we would like to see analysis of some type from every student. This might be a simple and quick analysis or might entail extensive analysis and conclusions. Instructors and students will work together to synch up expectations.

Each student will be assigned to a cohort and meet with fellow students periodically as well as with a Polco instructor. Students will also meet one-on-one with instructors. A guide will be provided with each of the 5 tasks listed above.

Many of you will be designing a custom capstone that aligns with your current work. These may be adding performance measures to a strategic plan or budget, an employee survey, a needs assessment or program evaluation. In addition, we have some capstone projects that have already been semi-crafted.

Outwarding Facing Capstone Projects :

Building Trust Project: Students will investigate resident trust of local governance by administering a short survey to residents on the Polco platform. The student will be in charge of outreach through social media, newsletters and other communication modes used by the organization. Polco will assist with materials. After the survey is complete, Polco analysts will provide your data along with benchmark comparisons. The student will take the results, analyze them, debrief them with council and/or staff and identify at least one action to improve trust.

Community Diversity, Equity and Inclusion: Students will investigate DEI in their community by administering a short survey to residents on the Polco platform. The student will be in charge of outreach through social media, newsletters and other communication modes used by the organization. Polco will assist with materials. After the survey is complete, Polco analysts will provide your data along with benchmark comparisons. The student will take the results, analyze them, debrief them with council and/or staff and identify at least one action to improve DEI in their community. In addition, they also will have the opportunity to look at GPAL Connection data related to DEI to help set up baseline performance measures.

Budget Prioritization: The student would administer a short templatized simulation on Balancing Act based on a template with 10 predetermined domains of community livability (based on domains from the National Community Survey). Residents and/or staff and electeds will go through the short simulation to help determine stakeholder opinions on priority for strategic planning and/or budgeting. After the simulation is complete, the student will take the results, analyze them, debrief them with council and/or staff and identify at least one action to ensure stakeholder opinion is incorporated into planning or budgeting.

<u>Inward Facing Capstone Projects:</u>

Organizational DDDM readiness: Students will investigate how ready their organization is for DDDM by administering a short survey to employees on the Polco platform. After the survey is complete, the student will take the results, analyze them, debrief them with staff and identify at least one action to increase DDDM in their organization.

Rethinking Budget readiness: Students will investigate how ready their organization is to rethink budgeting by administering a short survey developed by GFOA to employees on the Polco platform. After the survey is complete, the student will take the results, analyze them, debrief them with staff and identify at least one action to improve the quality of their budget.

Organizational Diversity, Equity and Inclusion: Students will investigate DEI within their organization by administering a short survey to employees on the Polco platform. After the survey is complete, Polco analysts will provide your data along with benchmark comparisons. The student will take the results, analyze them, debrief them with staff and identify at least one action to improve DEI in their organization.

Please answer/complete the questions on the following page and submit before June 28. 2023

1. List the name of your capstone project: _____

2. What are your goals? What will this project help you accomplish?

3. List the dependencies (in terms of people) you can think of for your project to be successful.

4. Describe the major tasks associated with your project?

5. Please check which of the tools offered by Polco you plan on using. (If you are not a current customer, you will have access to these tools through the end of August)

    ☐ Polco Survey Platform to survey residents
    ☐ Polco Survey Platform to survey staff or council
    ☐ Balancing Act to engage residents in a simulation
    ☐ Balancing Act to engage staff or council in a simulation
    ☐ GPAL dashboards (secondary performance measurement data)

6. Please indicate which of the 5 tasks at the beginning you plan to complete/finish as part of your project? Remember that we require at least 3 for the capstone.

    ☐ Designing the data collection system
    ☐ Collection of data
    ☐ Analysis of data
    ☐ Presentation of data
    ☐ Insights, conclusions, and recommendations provided using the data
        ☐