Project Membership

ADIA
Australian Digital Inclusion Alliance

The ADIA is a 'shared value' initiative and relies on Alliance members doing projects under the ADIA banner, either individually or collaboratively, driving towards our shared goal in a mutually reinforcing and strategic way

For this to be effective, projects need to…   and **to achieve…**

Deliver tangible value to the Alliance and participants
Demonstrate progress
Enable learning and improvement
Be easily planned and coordinated
Be led by people with capability, capacity & commitment
Be aligned with the ADIA intent, strategy and values
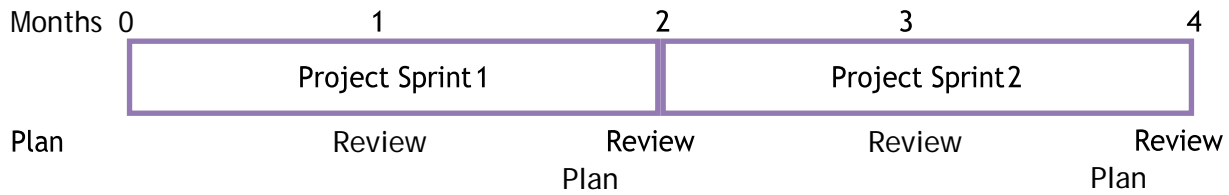
Shared value

Build momentum and buy-in
Increased impact
Achievable coordination
Reduced time/effort
Clarity/focus/efficiency
Things move forward
Mutually-reinforcing impact

A common planning and project framework

A **simple** and **common** project approach has been trialed since March 2018 and proven to be effective to aiming to meet these requirements. It will be refined in November 2018, based on feedback of the first two cycles.

Project process element…	So that…
Simple now-where-how planning process and template (One Page Plan)	→ identifies 'the end in mind' and how this will be achieved, by whom, by when
Short sprints of two months	→ to highlight progress *celebrate wins* → to enable people to join/drop off for defined period long enough to achieve, short enough to take risks and drop if necessary
Reviewed before start, at one month and at end of cycle	→ to ensure alignment and mutual reinforcement to pick up midway issues and address → to formally capture lessons-learnt → to decide if another two-month cycle should progress
Peer-reviewed and supported	→ Project leaders form 'project coordination group' – meets monthly → Projects reviewed and supported by other Project Leaders to maximize mutual support and cross → leverage and alignment
Project leaders are the key	→ Project leaders coordinate meetings and actions but are actively supported → A collaborative approach is key
Project 'seconds' identified	→ back-up support to Project Leaders e.g. for leave → succession planning and growth of leadership

Project cycle

Months	0	1	2	3	4

Project Sprint 1	Project Sprint 2

Plan   Review   Review   Review   Review
                  Plan   Plan

Project Members – their role and expectation

Project members are critical in the formulation and execution of projects.

Expectations

→ Give feedback and input on Project Plan
→ At a minimum, make time to attend a monthly 1 hour Project Team meetings
→ Respond to emails within one week, keep conversation lively
→ Occasionally volunteer for tasks and provide feedback

Time expectation

Minimum one hour per month for meetings, plus additional time to communicate online and for project related work.

Note: the Project Leader shouldn't be the only person doing work on the project