

PROJECT INITIATION CHARTER

COMMITTEE INITIATION CHARTER

PREPARED BY: Members of Leadership Academy Workgroup

DATE: 08 / 13 / 2013

DATE UPDATED: 08/21/2019

PROJECT TITLE: Leadership Academy

SUBCOMMITTEE: (If applicable): Leadership Academy (LA) Workgroup

SPONSOR TEAM: PCYA Board

**CONNECTION TO AGENCY PURPOSE:** (Quick rationale on how this project connects to our MVV, IGA and PIP)

Provide PA Child Welfare leaders with the practical tools needed to build the competence, confidence, and commitment required of high quality leaders within their agency, community, and the child welfare field. (Vision Statement)

The LA Workgroup will provide relevant and culturally sensitive training, transfer of learning and technical assistance designed to support leaders in enhancing their personal and professional skills to achieve agency goals of safety, permanency, and well-being for children and families. (Mission Statement)

**START DATE:** 08 / 13 / 2013

**COMPLETION DATE:** Ongoing (review/update charter)

**PROJECT OVERVIEW & RATIONALE:** (paragraph or so that explains the need for this project)

Effective child welfare leaders require a wide variety of knowledge, skills and techniques. The Leadership Academy is designed to identify and support the awareness, development and implementation of knowledge and skills every leader in child welfare needs to be successful. The Leadership Academy workgroup is charged with: staying current with changes in regulation, law and practice; the identification of both germane foundational and advanced skills; the development and delivery of curriculum, transfer of learning and technical assistance; and the evaluation and monitoring of the impact and effectiveness of the products and services.

**DESCRIPTION & SCOPE:** (Defines project limits and products / services to be delivered by the project)

- Development, delivery and monitoring of the following two training tracks
  - Foundational Leadership Skills
    - Development and delivery of Foundations of Leadership curriculum;
    - Assessment and development of foundational information and resources that new administrators need; and
    - Marketing and supporting attainment of Leadership Academy certificate.
  - Advanced Leadership Skills

- Facilitation assistance for Program and Practice sessions, upon request
  - Connection/alignment of Leadership Academy Wednesday session with Program and Practice Thursday session;
  - Provide feedback/findings to Leadership Academy partners (PCYA, OCYF, and CWRC); and
  - Opportunities for transfer of learning following PCYA quarterly sessions – forum following the session (area of focus to be determined based on content)
- Development and distribution Resources for Administrators’
- Maintenance of Leadership Academy web-based resources
- Development and delivery of a Leadership Academy Conference, upon request

**GOALS AND OBJECTIVES:** (Create a high-level list of what this project should accomplish. What are the impacts and benefits of this project?)

- Skilled and responsive child welfare professionals, who perform with a shared sense of accountability for assuring child-centered, family-focused policy, best practice and positive outcomes.
- New leaders will obtain the foundational knowledge and skills needed to lead their organization.
- Experienced leaders will continue to develop their skills and apply them to support the continuous improvement of their agency.

**SUCCESS CRITERIA:** (How will we measure success of this project? (SMART). How will we measure the achievement of our objectives?)

- More “leaders” participating in Foundations of Leadership and the Leadership Academy sessions
  - Increased attendance at Leadership Academy sessions – *increase in the number of counties represented*
  - Diverse attendance at Leadership Academy sessions – *increased representation from all regions*
- Positive evaluations from Leadership Academy sessions – *improved content and trainer scores on evaluations*
- Leaders will be pro-active in driving policy and practice changes – *strategic planning initiated by administrators about policy and practice change efforts*

**BOUNDARIES & CONSTRAINTS:** (Are there: Budgetary constraints? Stakeholder constraints? Particular implementation hurdles? (Quantified) budget implication? Things that the committee cannot do? List these impacts to your project here)

- Training/TOL/Technical Assistance/Conference budget
- PCYA Board approval for proposed changes

**RESOURCES:** (Is there a separate Budget? Supplies, Tools, or any additional impact(s) on organization?)

- Training/TOL/Technical Assistance/Conference budget

**PROJECT MANAGER:** (Who are you? Do you have another co-manager in one of our partners / customers? Do you have special roles, list in Team Member section?)

- Christina Fatzinger

**PROJECT TEAM MEMBERS:** Based on the project scope and goals, I estimate that success will require a project team consisting of the following roles and specific plan for communication:

| <b>Title</b>        | <b>Department/ Agency</b>                   | <b>Role</b>                         | <b>Responsibility</b> |
|---------------------|---|-------------------------------------|-----------------------|
| Crystal Natan       | Lancaster County Children and Youth         | Administrator                       | Co-chair              |
| Christina Fatzinger | Pennsylvania Child Welfare Resource Center  | Practice Improvement Specialist     | Co-chair              |
| Brian Borman        | Pennsylvania Children and Youth Association | Executive Director                  | Member                |
| Melodie Culp        | Montour County Children and Youth           | Administrator                       | Member                |
| Shannon Walborn     | Huntingdon County Children and Youth        | Administrator                       | Member                |
| Lisa Wilcox         | Sullivan County Children and Youth          | Administrator                       | Member                |
| Natalie Bates       | Office of Children, Youth and Families      | Acting Chief of Staff               | Member                |
| Maryann Marchi      | Pennsylvania Child Welfare Resource Center  | Curriculum Instructional Specialist | Member                |
| Michael L. Byers    | Pennsylvania Child Welfare Resource Center  | Director                            | Member                |
| Jeanne Edwards      | Pennsylvania Child Welfare Resource Center  | Supervisor                          | Member                |
| Joan Wirick         | Pennsylvania Child Welfare Resource Center  | Administrative Assistant            | Member                |
| Lisa Kessler        | Pennsylvania Child Welfare Resource Center  | Statewide Resource Specialist       | Member                |

**COMMENTS:**

**COMMUNICATION PLAN:** (What is the plan for communicating information to others? Who needs to know what?)

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*Signature and Date of Project Manager:*

X \_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

*Signature and Date of Sponsor Team Approval:*

X \_\_\_\_\_  
Sponsor Team Delegate

\_\_\_\_\_  
Date