



Capstone Project Final Deliverables

Required Deliverables

1. **Executive Summary** – In preparation for our fifth and final Leaders Program session in Atlanta, please prepare a written “executive summary” about your Project. The idea behind this summary is that it should summarize where you are at in your work, and help formulate the key points about your Capstone that you may want to include in your Final Presentation. Given this, it is not meant to be extra work, but to help ensure that you are not scrambling at the last minute to pull your presentation together, and to organize your thinking.

Your summary should the following information about your Capstone Project:

1. **Briefly** remind us of the context of your office (e.g., type of authorizer, size of staff, number of schools, anything else you think is relevant to your Project, etc.).
2. Discuss how the development of the Project has gone.
3. Discuss how the implementation of the Project has gone (if applicable – I realize some of you may not be there yet).
4. Share the impact the Project has made on your authorizing office and/or any other stakeholders thus far.
5. Describe any next steps you are planning to take.
6. *Reflecting on the Experience:* What lessons did you learn from completing your Capstone Project? What went well? What do you wish you would have done differently?

Because this is an executive summary, your responses should be fairly high-level, and while there aren’t any page “requirements,” two to three pages is a good guideline. You will have the opportunity to provide greater details within your presentation.

This summary is due to Shannon via e-mail by 5:00pm CDT on Sunday, September 25th.

While I realize that some of you may need the month of October to finish your Capstone Project, respond to the above prompts with the information you have at this point, OR, if you have a solid sense of where you will be by October 23, respond with your best guess of what your responses would be at that point.

We will post everyone’s executive summaries to the Web site *after* the final session so you can download the ones that are relevant to your work.

2. **Presentation at Final In-Person Session** – For your presentation, we would like for you to reflect on your experience working through your three goals within Self Leadership, People Leadership, and your Capstone Project/Authorizing Leadership. The focus of your presentation should be **how you have grown as a Leader** throughout this Program and through the process of working toward your goals.

We envision these presentations as stories – each of you telling your story of your own growth as a Leader over the last few months.

Here's where it's up to you: we would like you to touch upon each of your three goals, but it is your decision how to divide up your **20 minutes** of speaking time. For example, if you would like to focus the "story" of your presentation on your growth as a leader in your office from your People Leadership goal, please *also dedicate a few minutes* to remind us of your Self Leadership goal and your Capstone Project, and provide a brief update of where you're at with each of those goals, as well.

Some potential guiding questions for your thinking on this presentation may be:

- Where did you start on your goal(s)? Where are you now?
- For one or all of your goals - How much of an impact did achieving or working toward that vision have on your overall happiness, and sense of accomplishment, fulfillment and growth?
- What do you feel have been your most significant accomplishments over the program? In what areas do you feel particularly proud of something you've done or the way you've handled something? What are the factors that contribute to this feeling of pride or sense of accomplishment?
- What about any challenges you faced? Were there any times that things were pretty rough and you wanted to throw in the towel? What are the factors that contributed to these situations being so challenging?
- How do you feel that you have grown and/or changed over the past year – both personally and professionally? How do you feel this growth took place? For example, was it trial by fire? Through reading and reflection?

Feel free to use any visual aids as you see fit (e.g., handouts, PowerPoint, video, etc.), but they are not a requirement for the presentation. We will put a NACSA Leaders PointPoint template on the Hub for your use, but you are not required to use it.

Please submit any materials you are planning to use to Shannon via e-mail no later than 5:00pm CDT on Wednesday, October 19th. We am happy to make copies for everyone, but will not be able to do that unless we have your materials by this time.

You will have 20 minutes for your presentation, which you may use however you would like. We strongly encourage you to budget your time to allow for questions from your cohort members within the 20 minutes. As with the Landscape Overviews you presented at the first session, we will be using a timer and there will be a hard stop at 20 minutes. Please practice the timing so you can manage your time appropriately – it really pains us to have to cut people off!