

# Performance Profile: 10x Project Coordinator

10x Project Coordinators (PCs) play an important support role to the 10x PMO and 10x project teams. Project coordinators' primary role is to help 10x project teams deliver, make connections, and successfully explore new ideas. PCs support project teams in the development of outputs and deliverables related to the 10x process. Additionally, PCs help develop a government network of innovation teams.

Check out [10x website](#), [process](#), and our [public project board](#) to see the types of projects we work on. If you are committed to improving government services for all who need them, and to helping the civil servants who deliver those services, this is the position for you.

## Key objectives

### Objective #1: Ensure 10x projects deliver on expected deliverables and accurately measure performance against agreed-upon metrics

- Coordinate and attend meetings and support the 10x project team lead on activities with partners and teammates
- Help build the case for delivering value, rather than features, to end users
- Attend meetings and support the 10x project team as you navigate complex bureaucratic relationships to bring stakeholders together around a common product vision and strategy
- Advocate for and model agile, open source, and user-centered principles so that partners understand the value these practices bring
- Work with teammates and partners to ensure the right team is in place to continue iterating on the product beyond the engagement
- Work with teammates and partners to develop communications strategies to sustain the product during and beyond the engagement

### Objective #2: Capture project outcomes and result

- Work with 10x PMO and 10x project teams to collect project outcomes and data, including expenditures, burn rate, project status, annual spend plans, project tracking data and project ending data
- Work with 10x PMO and 10x project teams to develop and refine 10x dashboards, including project health assessments and others
- Create and gather metrics for reporting and program evaluation

### Objective #3: Manage complex relationships between 10x and key stakeholders

- Communicate regularly with agency peers who may be interested in or affected by 10x work
- Forge connections between 10x project team members and key stakeholders across government
- Develop a network of federal research participants for interviews as appropriate

- Participate regularly in peer communities of practice
- Actively seek out areas of learning on areas of best practices and discuss these with others in the organization
- Ask questions when you don't know the answer - keep a beginner's mindset and practice curiosity.
- Read about new technologies and how they could help solve government problems
- Contribute to our culture of transparency by publishing accounts of 10x successes and failures
- Continually seek out new tools that could improve the way we work