**FAQ - FOR ALL PARTICIPANTS**

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| **Question** | **Answer** |
| Why do we have a practicum? | Research has shown that learners only retain about 10% of what they learn in the classroom, but that this percentage increases significantly when they are given an opportunity to apply their new skills and knowledge in a real-life context.  The assumption is that the practicum will increase your retention and application of the new concepts, tools and approaches you have been exposed to over the course of the last few weeks by providing you an opportunity to prototype solutions to real-life problems that affect your organization. |
| What are the expected outcomes? | In addition to solidifying your learning and making it more likely that you will apply what you have learned when you go back to your home organization, we also expect the following outcomes:   * common language and practices around digital and Agile project management * community of digital leaders and practitioners who will spread their new knowledge, skills and digital mindset across government * concrete solutions to real-life problems that will help increase efficiency and improve human experience * increased number of partnerships, both internal and external |
| How will you measure success? | In the short term, success will be measured through the prototyped solutions and the process used to develop them:   * Do they show a good understanding of what a real problem is? * Were data sets used efficiently and appropriately? * Were accessibility and inclusion considered? * Were potential users involved in the prototyping and testing process? * Are the proposed solutions desirable (from a user perspective), feasible and viable? * Are they scalable? * Did the teams collaborate throughout the practicum? * Did the teams show creativity? * Were the teams effective in leveraging the Agile process to get results?   In the longer term, success will be measured by:   * the number of digital solutions developed by our alumni that are the results of a joint effort between two or more federal departments and agencies, and external partners * the strength of the community developed through the practicum |
| As learners, what are we expected to demonstrate by the end of the practicum? | By the end of the practicum, everyone should be able to:   * define a workable problem * apply Agile project management techniques * use data to inform decisions * prototype a solution with users * tell a compelling story around a solution   More specific learning objectives have also been identified for each stream, based on the curriculum covered.  **DESIGN**  By the end of the practicum, you should be able to:   * Facilitate the ideation and idea selection process * Help a team achieve inclusive and accessible design * Guide the choice of methods for testing the usability of a prototyped solution   **AI & MACHINE LEARNING**  (add objectives)  **DATA**  By the end of the practicum, you should be able to:   * Select appropriate data set * Establish baseline data * Validate initial hypothesis through data collection   **SOLUTIONS LEADERS**  By the end of the practicum, you should be able to:   * Scope a problem * Lead the development of a prototyped solution through an Agile process * Lead the demonstration of a prototype |
| Are we expected to come up with a fully developed solution? | No. As part of their final presentation, each team is however expected to present a plan on how the solution could be developed and implemented. |
| Is the Cloud that will be made available to us protected? |  |
| How long will the process of “dumping” our data sets into the Cloud take? |  |
| What is a prototype? | A prototype is a model that is usually incomplete (and not definitive) of what the end state of a product might be. It is often used to demonstrate or disprove the validity of one or more assumptions and design choices before full development or implementation. A prototype can take several forms, from a sketch on paper to a physical model that reproduces all the material characteristics and functional aspects of a proposed solution. |
| What is the difference between a proof of concept (POC) and a prototype? | A proof of concept and a prototype are both pa is what happens before the start of prototyping. It includes exploring and defining the problem, and identifying a potential solution. This step is covered partly before the practicum, partly in the first 4 days, before the start of prototyping. |
| When and how will solutions be assessed? | Solutions will be assessed twice: in the middle of the practicum, and at the end, on the last day or Pitch Day. We are developing assessment criteria that will be communicated to you during the orientation session that will be held the week before the practicum. The same criteria will be communicated and used by panel members who will assess your solutions. We haven’t yet identified who will be part of the two panels (mid and end of the practicum), but they will likely be a mix of practitioners and executives. |
| Will there be a "winning solution"? | The assumption is that you will all win from this unique, hands-on experience. Awards may be distributed based on predetermined categories, such as Best use of data, Most creative, Most implementable, etc. However, no decision has been made yet on the categories. You have suggestions? Let us know! |
| When are the groups formed? | The groups are formed at the end of Day 3 or at the beginning of Day 4 of the practicum, once we know what solutions will be prototyped. |
| How are the groups formed? | Groups are formed around solutions, and you decide where your contribution would add most value. Can't decide what group/solution to join? Don't worry! We can help you find a group that would benefit most from your knowledge and skills. Please note that you may be asked to contribute to more than one solution. |
| How many participants make up a group? | In addition to the Solutions Leader, 4 to 6 people can make up a group. You may need to switch group some days to replace absentees, or work with more than one group if your expertise is unique and required for more than one solution. |
| How many groups will there be in total? | Number of groups will not exceed 14, the number of Solutions Leaders currently enrolled in this cohort. However, as the practicum progresses, it is possible that some groups will merge and work on an integrated solution addressing two or more of the original problems submitted by Solutions Leaders. |
| Will all Premium streams be represented in each group? | Potentially, but not necessarily. Group composition will vary based on the solution being prototyped and the type of expertise it requires. |
| Can two groups work on the same problem? | Yes. Two groups can work on the same problem, each developing a different solution. |
| Will we be assigned specific roles ? | If you are a Solutions Leader, you are expected to take on the role of a Product Owner, guiding your team towards a desirable (from a user perspective), feasible and viable solution to a real-life problem or challenge. You will provide directions to your team, and be available for decision-making. You will also present iterations of your solution to other teams and panels throughout the practicum. If you are a Premium participant, you will be part of the development team and be expected to "do" the work needed to bring the solution to life. In addition, some of you may be called upon to play the role of Scrum master once the prototyping gets underway. |
| What type of support will we get? | Solutions Leaders - and teams in general - will be assigned an Agile coach to guide and support them through the Scrum process. Design, data, AI/ML, and DevOps practitioners will also be available to help teams validate problems, brainstorm ideas, select ideas for prototyping, and prototype and test solutions. Technical assistants will be available to resolve technical issues, and the practicum coordinator will be available to help leaders and teams solve other types of problems. |
| Will we be assessed individually? | Individual assessment for this cohort will be self-based, and linked to the demonstration of knowledge, skills, abilities and personal attributes generally associated with a digital mindset. You will have to fill out a self-assessment survey at the beginning of the practicum, and another at the end that will give you - and us! - a measure of *how much* and *what* you have learned during the practicum. The self-assessment surveys will be available on line. |
| Will I get some type of certification? | For this version of the practicum, you will get a completion certificate based on participation. Attendance will be monitored. For future iterations of the practicum, we are exploring the concept of badges and more formal certification. Once we know more about how certification will work in the future, you will be informed on what you need to do to qualify. |
| What is the overall time commitment? | Premium learners are expected to participate all day, every day. Solutions Leaders are expected to participate every day, but not always on a full-time basis. They should however expect to devote the equivalent of 8.5 days (out of 14) to the practicum. Everyone’s on-site presence is mandatory the first 4 days and a half. On panel presentation days (May 16 and 24), everyone is also expected to be present. |
| Can I participate virtually? | Not for the first 4 days and a half, but potentially afterwards, with the exception of panel presentation days. Once the groups are formed, team members decide on how they want to organize. Some groups may decide to work on site every day to take full advantage of the coaching and expert resources, while other teams may decide on a mix of on site and virtual participation. |
| What happens if I can't participate every day of the practicum? | Let us know as soon as you can. Participation throughout the 14 days is mandatory, but we know that some learners, for valid reasons, may not be able to participate on certain days. It is important for us to capture this information for future iterations of the practicum, and also to make sure we can redistribute resources between solutions if needed. |
| How will I get my completion certificate if I can't attend Pitch Day? | We can certainly arrange for your to get you completion certificate even if you can't be there on Pitch Day. However, we would appreciate if you would let us know in advance. |
| What happens to the prototyped solutions after the practicum? | What happens to them is up to the executive sponsor. Some prototypes may go into full development and implementation within the sponsoring department or agency, while others may be put to tender or remain as potential solutions for the future. |
| Will we be kept informed of what happens with solutions that were prototyped during the practicum? | Yes, that's the intent. We haven't yet fully figured out how, so we are open to suggestions! |