Date: Thursday, November 30, 2017

Attendees:

Purpose: To design the approach and framework for the Ambassador’s Program

Objectives:

* Shared understanding of the structure for the overall program and how to walk through the 5 Design Stages
* Shared understanding of the problems that will be focused on
* Shared understanding over when / where and cadence of meetings for the program
* Shared understanding of those who are involved in the program and how to select them

Notes:

* CxO Fellows Program
  + Have to take into account the fact that people will dropout of the program before March 1 date
  + Do not envision a scenario where a program supervisor will stand up and turn down the participation of CxO fellows in the AP program
  + Constraints around time and resource availability & allocation
* Constraining factor for the WHLDP / CxO fellows is that their L&D is solely confined to Fridays – due to agency space and resource availability for GSA Conf. Center / other agency Conf. spaces
* Meeting Locations
  + GSA Conference Center
  + Census Conference Center
  + GSA has an agency list of conference spaces and PoCs for those spaces
    - ACTION: Capture and distribute via email
* Meeting Design / Cadence
  + Meet 2x month
  + Question is what of the learning and task execution has to be done together in-room, what has to be done in a small-team format, what has to be done virtually, or what has to be done individually?
  + Avoid didactic work in-session
    - Flipped-classroom approach
    - Focus toward group engagement
  + Small Format
    - Rather than ‘course’ material is there potential to use a storytelling approach of success in the government
    - Lite-weight success stories / speaker series in a panel, forum, webinar format
* What is the output of the program?
  + Goal is to create those Innovation Ambassadors (7 types of ambassadors)
    - Creating resources in the government that can facilitate and spark innovation
* Programmatic Element: How much of the Venn of Teach & Do do you want to overlap?
  + Over 12 weeks, Teach & Do grow together, starting with more Teach-based that becomes, programmatically, more actionable towards problem solution
  + Program
    - Part of the program where you instruct and develop people into ambassadors
    - Subsequent part is where those ambassadors then go out and act on that learning to be innovative
  + Basic design is two-pronged
    - 12 week program is the instruction and development piece
    - Second prong is the action-based innovation ambassadors
  + Two 6-week sprints or Six 2-week sprints
    - Would this be overlapping or linear
    - Ex) Learn Lean, then Agile, then HCD
  + Solutions for the MVPs are going to vary depending on the CAP goals they are working on, preempting self-selection of the approach they are learning / designing around
* Needs to be a process of self-selection for approach on the part of the APs
  + People need to feel that what they are working on will be implemented / can be implemented and is productive towards improving the government in some way
  + Not all CAP goals get implemented
  + Look for something that is measurable and implementable within each CAP goal to report back to the CAP lead(s)
* Issue / consideration for turning it back on ourselves for ensuring some return for effort
  + The WHLDP becomes the ‘referee’ for each working group
  + They know which way the wind is blowing around their specific CAP goal
    - Do or don’t have a champion
    - Does or doesn’t have the administrative support
  + Provides experience around how to lead innovation in an environment where the wind does or can change
* Next Steps
  + Need to determine selection process (set of selection criteria, rubric) for agency leaders from applications and filter information
    - Down-Selection Criteria: Mission-Operators (people who are day-to-day executors), Thought/Experiential Diversity, Resource Availability
    - Look to WHLDP and CxO program descriptions criterias for inspiration
    - Other areas? Inspiration?
      * Behavioral questions: Examples of Success, Examples of Failure, In Situ Innovation
  + Nomination Process
    - As part of the Federalist communication, include a Call-to-Action for applicants to nominate someone that get pushed an application for the program
    - Process for Initial Screening: Phone Interview etc., Behavioral assessment
    - Ideal – ½ are people interested in getting their hands dirty; but other ½ should be people who are already responsible for doing the thing / solving the problem
  + Reaching out to the working groups that are already working toward these CAP goals
    - Could work better for some CAP goals than others
* Need to determine location
* Need an application website / platform
* Need to determine team lead for program design (possibly Bethany B.)
* Questions to Answer
  + Where are housing content?
    - Storage platform in OMB MAX
  + How do we stimulate asynchronous collaboration?
  + How do you resolve the public transparency element that becomes a part of the equation once you link AP to CAP goals?