TOPx Facilitation Team

Potential Roles

While a TOPx sprint may be facilitated by two people or eight depending on bandwidth, facilitating a TOPx sprint will require finding others within your agency to help you along the way.

Below are a few roles, which may be combined or adapted to best meet your team's structure:

- ✓ **Project lead (required) -** Oversees the TOPx process; develops and maintains timeline; coordinates within the team and across the agency

- ✓ **Problem statement and data lead -** Collaborates with offices throughout the agency to write problem statements and identify relevant data sets

- ✓ **Recruitment lead(s) (highly recommended)** - Modifies outreach materials based on templates; develops lists of potential participants; reaches out and briefs interested participants