PSC Vision Study Team 2018 Roles and Responsibilities

Team Lead Responsibilities

Co-Leads *Provides overall leadership for the Study Team, including presenting team findings and forecast at the VISION Conference.* Responsibilities include:

- In conjunction with PSC staff, Team Co-Leads have responsibility for ensuring that all team members abide by the processes and expectations as outlined in PSC's Vision Handbook

- Develops team project plan to meet all deadlines and team requirements

    o Develops and submits interview list

    o Presentation development

    o Blue / Red Team presentations

    o Final presentation submission and presentation

- Actively participate in bi-weekly team leadership meetings.

    o If a scheduling conflict exists, ensures that at least one member of the team is in attendance

    o Distributes relevant information to team members as appropriate

- Work with existing team to recruit new members and ensure that all key functions/positions are filled

- Overall responsibility for the master list of officials to be interviewed and ensures that Team members are prepared for each interview.

- Lead bi-weekly team meetings (additional as needed)

- Utilizing all available resources (team , PSC) develop high quality conference presentation

    o In partnership with a Co-presenter (or designated back-up) communicate team findings at Blue/Red Team review sessions and Vision Conference

Vice-Lead, (where applicable) *Works with Lead to help develop and execute the Study Team's processes for the year*

- Be available to assume leadership responsibilities in the event that the Lead is unable to fulfill commitment

- Supports Lead in all activities outlined above

- Monitor team activities and volunteers to provide support as needed (fills in performance gaps)

- Back-up communicator for the team when the Team Lead cannot attend or participate

- Participates in PSC Team lead meetings (led by Vision Defense/Civil Chair)

- Drives Red Team reviewers selection and participation

Team Member Roles and Responsibilities

Interview Roles / Functions

Interview Team Lead
- *Responsible for leading efforts to obtain interviews (to include target, contact, and gain agreement from officials to be interviewed)*

- *Work with team members to establish goals*

- *Coordinates with PSC - only PSC staff can formally send invitations and schedule interviews*

- *When someone facilitates a meeting, the facilitator will be allotted a slot on the interview*

Interview Coordinator
- Manages process, securing teams, follow-up with Teams post interview

- Takes the notice from PSC that an interview has been scheduled, forwards it to all team members, and coordinates the final group of three interviewers, shares contact info with interview team

- Responsible for receiving final interview notes and submitting to PSC for posting to VISION portal

Interview Lead (on an Interview by Interview basis)
- For each interview, a team member will be designated by the Interview Coordinator

- They will ensure that the three person interview team has designated a time and place to meet prior to the interview and each other's contact info (including cell phone #s)

- Responsible for leading interview session, (using approved Vision questions), coordinating note taking, and final submission to Interview Coordinator within appropriate timeframe (3 days).

Interview Debriefer (on an Interview by Interview basis)
- For each interview, a team member will be designated by the Interview Coordinator to participate in the interview and then debrief the team at the next bi-weekly team conference call on the interview results

Interview Presentation Developer (on an Interview by Interview basis)
- For each interview, a team member will be designated by the Interview Coordinator to participate in the interview and, afterwards, extract information from the interview notes and populate a blank VISION presentation template with as much information as possible

- Submits interview-specific slides the Slide Presentation Leader

  Note: When all of the slide drafts are consolidated, they will provide a complete rough draft of our team's Blue and Red Team presentations

Research Lead & Researchers
- Produces overall research needed for the team

- Will locate and post to the PSC SharePoint site (or distribute) pertinent information such as Strategic Plans; Performance Reports; Annual Reports; Exhibit 300's; Biographies; recent awards, news articles; Federal Register postings and anything additional needed by the team

- Will assist in developing 'out of the box' interviewee suggestions

Budget Coordinator
- Works with the PSC VISION Budget Team to analyze budget and spending trends to create spending forecast, and standard budget slides and to sync up budget topline trends with agency specific expectations

- Builds additional budget slides on an as-needed basis (such as by operating segment)

Slide Presentation Support
- Leads the creation of each version of the slide deck, based in the VISION template

- As appropriate leads subset of team, with participants responsible for one or more slides

- Relies on information provided by each interview team through extracts from their individual interview notes, as well as agency strategic plans, reports presentations, hearings, etc., and populates information into blank presentation template