# Innovation Team Project Champions – September, 2014

Project Names preliminary. Please make an initial contact or meeting on your assignments before the next meeting (October 30, 2014). Report to Team Maintenance if you establish a timeline, or change the project name. Thank you!

| Area | Project Name | Project Champion(s) Project Manager(s) | Work Sheet? | Start Date | End Date | Result |
|---|---|---|---|---|---|---|
| Education and Development Engagement Teams | Communication in frequent bursts. | Engagement | | | | |
| | Improve Customer service/training | Ed. & Development | | | | |
| | Resource library for communication | Engagement | | | | |
| | Enhance Teamwork | Ed. & Development | | | | |
| Community Development | More community events/volunteers | Liza, Lori A | | | | |
| | B&B Code Change | Doug J. Scott Harlicker | Yes | 9/19/14 | 1/1/15 | Pending |
| | Develop PMP Inventory for trails/sidewalks/parking lots | Joe W. | | | | |
| | Farmer's Market | Liza, Lori A | | | | |
| | Pet Fair | Liza, Lori A | | | | |
| Well Is Fun | Fitness Place for City Hall | Liza, Lori A., Laurie T | | | | |
| | Integrating Wellness/Fun/Innovation | Liza | | | | |
| HR, Communications, City Manager | Update Perf. Eval. Form/Process | Matt | | | | |
| | Employee Roster Duties/Photos | Tim, Kristin | | | | |
| | Project Construction Page on Web | Aaron | | | | |
| | Citizen-wide free Wi-Fi | Gregg | | | | |
| Legal/IT | Create work team looking at tech ideas | Doug J. | | | | |

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| | Convert FEMA data into Cityworks | Doug J. | | | | |
| | Office 2013 Training | Doug J. | | | | |
| | Introduce Cityworks to each department | Doug J. | | | | |
| Problem Properties Group | Tool to generate omnibus property information | Doug J. | | | | |
| | Tool to coordinate multiple inspections | Doug J. Problem Properties | yes | 1/1/15 | 6/30/15 | Pending |
| Coon Rapids Facilitators | Collaborative processes tool | Liza, Doug J. | | | | |
| | Department needs/improvement list | Liza, Doug J. | | | | |
| | Process improvement: fixing things that go wrong | Liza, Doug J. | | | | |
| Finance | Revisit Purchase Order Process | Matt S. | | | | |
| Team Maintenance | Create Master Gannt Chart start/end of projects | Team Maintenance | | | | |

Items that will go back into the Ideas Repository

| Area | Project Name | Project Champion | Notes |
|---|---|---|---|
| Community Development | | | |
| | | | |
| HR, Communications, City Manager | Explore online performance evaluation tools | | |
| | Open lines of communication w/residents | | |
| | Update city logo | | |
| Other | Project team that offers organization a suite of ideas | | |
| | Online budget process | | |
| | GPS survey equipment | | |
| | Strengthen base positions and departmental processes | | |
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