

Supervisor's Guide to Grant Project Management Accountability Administrative "Look Fors"

The grant project manager is responsible for conducting the project according to the proposal plan. It is her/his job to ensure that project outcomes are accomplished, by providing overall leadership of the project team. Duties include:

- *supervising project personnel*
 - *developing a working relationship with the funding agency*
 - *working with project partners and developing new partnerships*
 - *overseeing procurement-related activities (e.g. vendor contracts, purchasing)*
 - *supervising progress of the project*
 - *managing the project budget*
 - *preparing project reports*
 - *creating project sustainability*
 - *ensuring that all AACPS policies and funder requirements are followed*
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The following is a list of key aspects of grant project management. Use these "look fors" to guide your supervision of grant project managers.

Programmatic Management

- Understands legislation and regulations that support the grant project
- Understands the project outcomes and focuses on strategies that directly lead to the outcomes
- Demonstrates that all activities support the goals of the school system and are related to school improvement plans
- Understands and can explain how the activities of a project may or may not be modified
- Has developed and adheres to a project timeline that reflects the proposed activities and that is adjusted as needed throughout the project. The timeline is a working calendar that includes:
 - Management activities
 - Implementation activities
 - Deadlines for reporting
 - Evaluation activities
 - A system for tracking successful completion of activities
- Shares the timeline with the project team and school staff
- Collaboratively modifies activities in order to
 - avoid duplication of services within the school
 - maximize school resources
 - achieve project outcomes most efficiently and cost-effectively
- Demonstrates that the project is becoming sustainable, using a variety of strategies such as:
 - increasing partnerships and volunteer activities
 - sharing resources and activities with other school-based or systemwide programs
 - encouraging activities and strategies that become the "way of doing business"
 - seeking additional resources

Communication/Team Building

- Articulates to staff at all levels:
 - the goals and outcomes of the grant project and its impact on students
 - allowable and unallowable activities and costs

- Demonstrates that
 - Principals and supervisors are aware of and supportive of the project through, for example:
 - regular updates on progress
 - collaborative planning of activities that integrate with other school programs
 - coordination of project activities with other school programs
 - participation on school committees and in school activities, as appropriate
 - school displays that highlight project successes
 - project information in school newsletters
 - principal and administration participation in project activities
 - The project team regularly discusses activities, resolving any issues together
 - Principals and team members are able to articulate goals of the project and discuss how activities support school and systemwide goals.
 - All stakeholders (parents, community, teachers, staff, evaluators) are familiar with project activities
- Demonstrates and documents a working relationship with the project funding agency
- Documents the successful participation of partners and develops new partnerships by, for example:
 - Collaborating with the school-based point of contact for business partnerships
 - Establishing clearly defined and realistic goals for the partnership
 - Determining mutual needs and expectations of the project and the partner
 - Clearly defining partner & project expectations, roles and responsibilities
 - Identifying services and available resources
 - Creating on-going monitoring and evaluation of the partnership
- Provides timely and regular feedback to the project evaluator
- Provides an update to supervisor on a regular basis

Budget Management

- Maintains up-to-date budget records
- Understands budget categories and is able to articulate appropriate expenditures within those categories
- Understands and can explain activities that are allowable within the grant project
- Documents non-federal match budget
- Provides up-to-date information on encumbered and expended funds
- Processes procurement requests in an efficient and timely manner
- Documents budget and purchasing records
- Processes payroll and stipends in a timely and accurate manner
- Works with the Grant Accountant to process budget modification requests in a timely manner

Recordkeeping and Documentation

- Maintains project records in an easily accessible location, and in addition. . .
 - Ensures that student records are securely stored and access is limited, in accordance with Board Policy and Regulations
- Maintains a database of progress toward project outcomes
- Demonstrates that the database is regularly updated
 - Provides data related to progress toward outcomes in an efficient and timely manner
 - Provides project evaluator with timely and accurate data
- Maintains an on-going working relationship with the project evaluator
- Prepares and submits all required project reports on time

General Management Skills

- Documents regular monitoring of project personnel activities
- Demonstrates an ability to locate information and to access support services within the school system
- Accesses technical support services of the Development Office