

WSSA Project Review Process

Summary

This note provides a description of the WSSA Project Review Process. It is intended to be a communication document to help the membership and the committees in understanding what projects will receive WSSA support. It also lays out the formal screening and review process by which projects will be evaluated.

Projects will be evaluated according to:

1. MAPLE indicators:

M = Membership; what is the benefit to members of WSSA?

A = Articles; what is the effect on WSSA publications?

P = Policies; does this effort impact policies related to weed science?

L = Legislation; does this effort impact legislation related to weed science?

E = Education; what is the benefit to educational goals of the society?

2. Alignment of the project with WSSA goals.

3. Estimated draw on financial and member resources

4. Probability of success versus the expected impact of the project.

5. Risks versus potential rewards to the society and membership.

6. Will the success of this project make the society stronger?

7. Is there a better project in the queue?

8. Urgency – some projects may get fast-tracked

9. What are the risks to committing to the project, and the risks in not doing the project?

New project proposals will be evaluated at the board meeting that immediately follows each annual meeting. Continuing projects will be evaluated at the summer board meetings on a rotating basis; projects at stage gates 2 through 4 will be evaluated yearly. Once projects have been launched, evaluation will occur every one to three years.

Process Steps

Five distinct process steps have been identified

Step 1 – Champions work with committees to define goals and link to WSSA strategy

Step 2 – Committees recommend and forward projects to Board for review

Step 3 – Project proposals are prioritized and impact on MAPLE indicators reviewed by the board

Step 4 – Continuing projects are regularly reviewed by the board for required financial and volunteer investment, results, and impact.

Step 5 – Projects receive renewed commitment or are referred back to committee for reconsideration and possible resubmission.

Step 1. Champions step forward, define goals

The driving force in a society is its membership, and projects are only considered as brought forth by a committed champion. This required first step, takes place through or in the committees, either by an individual stepping forward from outside or within the committee of their own initiative, or the committee seeking out a committed individual to pursue a particular objective. Champions who are unsure of the appropriate committee to work with may consult the WSSA President for advice. Champions should use the WSSA Project Proposal to guide the development of their project goals and objectives.

The committee will provide feedback to the champion in developing clear objectives, the link to the WSSA strategy and rough estimates of cost, timeline and impact on MAPLE.

Step 2. Committees recommend

Committees announce their support for a particular project by advancing the new project description to the board for review in cooperation with their Board Liaison. The committees recognize that there are limitations to the resources of the Society and that all projects may not be funded during a given calendar period.

The committees also recognize that there may be additional work required on some projects based on a Board review.

Step 3. Board Prioritizes Projects

The WSSA board will meet regularly to review new project proposals. The projects will be evaluated based on these criteria:

- 1) Single champion, defined end state and need.
- 2) Impact of the project on MAPLE indicators.
- 3) Alignment of the project with WSSA goals.
- 4) Probability of success versus the expected impact of the project.
- 5) Risks versus potential rewards to the society and membership.
- 6) Will the success of this project make the society stronger?
- 7) Is there a better project in the queue?
- 8) Urgency – some projects may get fast-tracked

Projects which do not get Board support will be referred back to the committee with recommendations and feedback on how to successfully resubmit the proposed project.

Approved projects will enter a stage-gate process and will see release of funds and resources as each stage gate hurdle is cleared.

Step 4. Regular Board Stage Gate Review of Projects

The Board will regularly review the projects according to the stage quality control criteria and the prioritization criteria as projects advance and pass stage gates: On passing stage gates, projects will be given the resources required to achieve the results for the following stage gate.

The following is a pictorial depiction of this process:

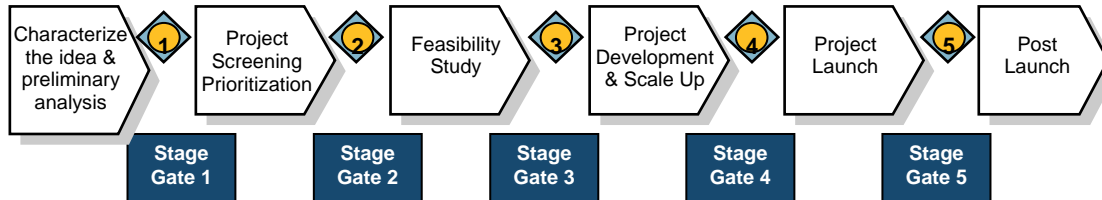


Table showing the project requirements for assessment at each stage gate.

	Stage Gate 1	Stage Gate 2	Stage Gate 3	Stage Gate 4	Stage Gate 5
Must Have	One page project description with the following: Single Champion, Defined End State and Need, Explicit fit to Strategic Goals	Overall cost est., Estimated impact on MAPLE*, Initial investment required, Measures for Stage 3	Actual results vs. projected, Issues analysis, Timeline, budget, and project plan, Prototype – survey, market, refine prototype from earlier stage, etc. Champion buy in and other visible membership support Stage 4 measures	Dedicated Team, Milestone reviews Clear return on investment, Defined frequency of evaluation	Regular review of costs vs. impact on MAPLE
Should Have	Preliminary budget, Board advocate Identified & aligned committee, Broad support from membership	Project Team, Pilot/Design Test, Timeline, Issues Analysis, Urgency of project- What are the alternatives, why this project?		Any No-Go conditions for continuing project	Define any improvements to project, the process or methods. Is there an exit or continuance strategy?

* MAPLE = Membership, Articles, Policies and Legislation & Education

Criteria for ranking continuing projects by the Board include:

1. MAPLE indicators:
2. Alignment of the project with WSSA goals.
3. Estimated draw on financial and member resources
4. Probability of success versus the expected impact of the project.
5. Risks versus potential rewards to the society and membership.
6. Will the success of this project make the society stronger?
7. Is there a better project in the queue?
8. Urgency – some projects may get fast-tracked
9. What are the risks to committing to the project, and the risks in not doing the project?

Step 5. Project Review

Projects that do not meet the stage gate criteria will be referred back to the committee for review and learning. Each project, successful or not, is expected to provide a one page summary of lessons learned in its execution.

Committees working with the project champions are responsible for preparing a “Lessons Learned Summary” and delivering that to the Board and, if appropriate, uploading it to the website.