

1. Meet with your Executive Sponsor and colleagues attending with you to identify a project. In some cases the project is assigned by your sponsor, other times it is something that you and your colleagues have identified as a priority, and may even be working on already. Depending on the number of individuals attending from a particular organization, there may be more than one project. There are several sessions scheduled throughout the Institute where you, working with your partner(s), will flesh it out and develop a change management strategy.
2. Once you have met with your sponsor and decided on the project – one person from each project will need to complete the online project submission on behalf of the group at [this link](#). You will need to answer a few questions to clarify and focus your project. You will need these answers for the project work that begins on Tuesday. If you need some inspiration, please refer to the [Project Database](#) to see what others have done previously.
3. For those of you who have not had a lot of project experience or wish to get a head start, we are hosting a webinar on May 10th from 1-230 pm ET. The webinar will be archived if you are not able to join at that time.
4. Review [Kouzes' and Posner's Five Practices of Leadership](#) – These five competencies will form a central theme of our time together. Learn more about [The Leadership Challenge](#) here!
5. Please bring a recent snapshot of yourself for the introductory exercise.