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THE OPPORTUNITY PROJECT

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TOP Sprint Leaders Overview

TOP Sprint Leaders

Roles & Responsibilities

As you begin planning for your TOP sprint, you will need to identify a small team of about three to four people within your agency to help manage your sprint on a weekly basis. Members of this team will all be considered ‘sprint leaders’ and you will see that term used frequently throughout the TOPx Toolkit.

A TOP sprint should be facilitated by at least two people or more within your organization, and ideally three or more people – we find that it is too much for one person to do alone. The size of your team will depend on each team member’s bandwidth, as well as the number of problem statements and tech teams that will participate in your sprint. In addition to the sprint leaders, you may want to coordinate with a partnerships or outreach office, legal counsel, and communications office at different points during the sprint.

Below are the roles and responsibilities of the sprint leaders, which may be distributed across team members or adapted to best meet your team’s structure:

**Sprint Leader Roles and Responsibilities**

* Spread the word about TOP within your office and throughout your agency to generate interest and support for your project.
* Identify at least one senior agency official (such as a Senior Executive or even your agency’s Secretary or Administrator) who is aware and supportive of the sprint and can serve as your executive-level champion.
* Collaborate with offices throughout the agency to write problem statements and identify relevant datasets.
* Create a detailed sprint timeline, including the number and frequency of milestones.
* Customize outreach materials based on the templates in the TOPx Toolkit.
* Develop lists of potential participants.
* Reach out and brief interested participants.
* Lead sprint milestones, address policy and operational questions, and provide feedback on the products to tech teams.
* Collaborate on a post-sprint showcase or communications to spread the word about sprint results.
* Coordinate with counsel and communications offices as needed at your agency.