

2024 THA Leadership Fellows Capstone

Timeline and Deliverables

The following are the key deliverables for the 2024 THA Leadership Fellows Capstone project along with key deadlines for providing these deliverables.

Timeline:

- ❑ **March 21-22 (Module 1)** – THA Leadership Fellows kick-off and overview of capstone project. Meet workgroup.
- ❑ **May 10 – DUE:** Brief, one-page executive summary of the topic to be addressed.
- ❑ **June 13-14 (Module 2)** – Capstone topic finalized.
 - Around-the-room elevator pitch of proposed project.
 - Media training.

June-August: HOMEWORK: Review testimony examples from 2023 Legislative Session.

- ❑ **Aug. 9 – DUE:** Capstone paper outline
- ❑ **Sept. 5-6 (Module 3)** – Mock testimony on capstone topic
- ❑ **Oct. 4 – DUE:** Capstone papers and slide decks.
- ❑ **Nov. 8 – DUE:** Final testimonial and capstone summary presented to THA Board.
- ❑ **Nov. 14-15 (Module 4)** – Final capstone presentations and live communications coaching.
- ❑ **Dec. 6 – DUE:** Final white papers due for layout and editing by THA.
- ❑ **January 2025** – Whitepapers published.

Deliverables

During the 2024 Leadership Fellows Program, Fellows should expect to submit the following:

- **One-page executive summary of proposed capstone (Due: May 10)**
 - One-page overview can be single or double spaced and should include the topic to be addressed and reason for pursuing the specified topic. Examples will be provided.
- **Capstone paper outline (Due: Aug. 9)**
 - A one-to-two-page document to serve as the framework of the capstone paper.
 - Can be bulleted outline or narrative form, should serve as the framework of the paper.
- **Capstone paper and slide decks (Due: Oct. 4)**
 - All papers should include the one-page executive summary and the paper should be kept to approximately seven to ten pages (excluding the executive summary).

- Teams should substantiate thesis, ideas, etc. through citations of resources, references and data. You must cite any and all resources, references and data used to develop this document.
- The slide deck should provide a general summary of the capstone paper.
- **Final Capstone Whitepapers (Due: Dec. 6)**
 - Final capstone whitepapers will be due to THA for editing and layout to be put into publication.
 - All white papers will be available on the THA website and distributed to membership.