DPMI Plus Deliverables

**Academic Deliverables**

1. Proposal
2. Case study
3. Final deliverables and corresponding cover sheets

**Career Development Components**

1. Terms of reference/scope of work
2. Supervisor evaluation letter

**Academic Deliverables**

**Proposal**

By the third week of their DPMI Plus assignment, each student should submit a brief proposal to Beryl Levinger (including Carolyn Taylor in all correspondence). This proposal should include a description of the approximately 5-10 deliverables the student plans to complete while on assignment. This proposal should include a timeline for completing each deliverable.

Deliverables should demonstrate use of skills developed during the three-week DPMI training. While deliverables vary considerably between each student’s assignment, a set of deliverables might include a “strategic partnership matrix, situation/problem tree, results framework, core competencies map/report, and facilitation plan for a focus group”.

**Case Study**

By the end of the field assignment, students should submit a case study to Beryl Levinger (including Carolyn Taylor in this correspondence). The case study should illustrate and investigate how a framework, tool, or practice covered in DPMI is integrated into the life of the organization you are studying. This case study can be in the form of PowerPoint, standard report, Zoho notebook, multimedia project, etc. The final product may be shared with faculty and future students.

**Major Elements of Case Study (on framework, tool, or practice from DPMI training)**

- Context description
- Identification and description of key stakeholders
- Needs, priorities, interests for each stakeholder group
- Potential (or current) conflicts among stakeholder groups
- Issue/problem identification
- Issue analysis (for each problem identified)
- Relevant standards, criteria or “best practices” (including mission-related criteria)
- Information holes
Final Deliverables
In the final month of the semester (spring, summer, or fall), DPMI Plus students should submit completed deliverables to Beryl Levinger (including Carolyn Taylor in all correspondence).

NOTE: Each deliverable must include a cover sheet that identifies which aspects of the DPMI training were applied in completing the corresponding deliverable. Please use corresponding cover sheet template to list (1) name of deliverable, (2) one sentence description of deliverable, (3) tools frameworks concepts exemplified, and (4) DPMI modules where the skill was applied.

Career Development Components

Terms of Reference/Scope of Work
Students should complete a terms of reference (TOR) by the third week of his/her assignment. The purpose of the TOR is to clarify expectations on all sides as to what tasks a student will complete, hours/dates, while also making sure the organization is aware of a student’s field project/academic requirements, etc. If the organization prefers, the document can be called a "scope of work" rather than a "terms of reference." Again, the purpose of this document is to ensure expectations are clear and agreed upon. It is not a legal document or contract.

Supervisor Evaluation Letter
During the last month of a student’s assignment, the DPMI team will send a thank-you letter and evaluation request to a student’s supervisor. This letter often leads to an excellent evaluation letter for the student that can be a valuable addition to a portfolio or future employment application.