

Department of Public Works

Thank you for helping to develop this citizens' academy! Below you can find a template of the various components that should be included in your session. Keep in mind, this is a template, not a formula, so you are free to reorder, add, and delete parts as needed. Additionally, keep in mind that more detailed information can be displayed in pamphlets or brochures that participants can take home after your session. It's best to focus on presenting major components of your department and use the pamphlets to provide more specific details that may not fit in the presentation. **You can edit this document and enter your answers below, or you can create a new document if that is more convenient. Once you've filled out this template, please email the completed version to gr-ack21-tmo@wpi.edu.**

Presentation Slides

A presentation that gives an overview of your department. This presentation should be no more than 20 minutes, not counting the time afterwards for questions. Your presentation should answer the following questions, although they may be grouped up or split among multiple slides:

1. Who are we and what is our mission?
 - Give the name of your department alongside a quick overview of what you do.
 - Explain in one or two sentences what your goal as a department is.
2. Who are our key members and what is our department structure?
 - This can be an organizational chart of the various branches of your department, including key members and their job titles. Depending on the complexity of your department, you may want to group certain branches and not others.
3. What do we do?
 - Describe your day-to-day activities as a department and how they contribute to your mission as a department.
 - What are you particularly proud of in your department?
4. What budgets are you involved in, and how is money allocated in your department?
 - Show how money is allocated to your department, and what it is used for.
5. How do we interact with other Nantucket departments?
 - Convey how your department interacts with other governmental departments, and show how it contributes to the wider Nantucket government.
6. What challenges do we face?
 - Describe the problems your department faces on a day-to-day basis. What issues typically arise, and how are you able to overcome them?
7. How can citizens learn more about us?
 - Provide resources that citizens can use to further their understanding of your department. (This includes any features of the Town Website that relate to your department that may be explained further.)
8. How can citizens get involved?

- Explain to academy participants how they can become involved in your department. This includes joining your department; becoming a member of related boards, committees, or commissions; speaking up during particular meetings; volunteering; etc. It is important to emphasize inclusion and accessibility, and that everyone's voice can be heard.

Case Study

A case study that walks the participants through a scenario that the department might realistically be faced with can give participants more context to help them understand some of the complex processes that occur within your department. This is usually conveyed as a story to the audience to increase engagement while informing them of your department's operations through that story. The case study should usually be established at the start of your section of the academy session and used throughout your presentation, but other timings may suit different departments better.

Examples:

- I want to build an inflatable water park in Nantucket. What departments must I consult and what permits must I acquire to make a splash on this island?
- It's a sunny Saturday at the Nantucket landfill, and all the citizens are coming in to toss out their trash. How does the process of garbage disposal work?

Activity

An interactive activity should be one that all in-person participants can take part in. This activity should aim to educate the participants about your department while staying engaging. A tour of your department can be included as your interactive activity.

Examples

- Taking participants on a tour of your department
- Conducting a mock select board/town meeting budgeting process with the participants

If there is anything else you'd like to add to your session, add it in! Again, **this is a template, not a formula**. Reorder, add, and delete if you feel that there is a significant need to do so, but try to answer everything here if you can. You will likely find it more helpful to cut out information than add it in.

Please feel free to email us at gr-ack21-tmo@wpi.edu if you have any questions or concerns. Again, we appreciate your help in making this academy possible! Thank you.