



BTI Institute

Borders • Trade • Immigration

A Department of Homeland Security Center of Excellence

GUIDANCE FOR THE PROJECT CHAMPION

Purpose: The Project Champion serves a dual-role function. First, the Champion acts as an advocate and promoter for future application of the research. Secondly, the Champion serves as a good steward for the Department of Homeland Security (DHS) to ensure that the research is of value to DHS and the Homeland Security Enterprise (HSE), by ensuring that project objectives are met and that the research provides a solution integral and tightly aligned with end-user needs.

Roles and Responsibilities.

- Establish a guiding yet collaborative relationship with the Performer
- Serve as a member of the Project Team
- Assist in clearly identifying the specific aims or ideal end-state of the project
- Align research to project objectives to ensure project objectives are met
- Provide input to the value proposition of the research project
- Assist in the identification of specific use cases for project deliverables
- Monitor the progress of the research project
- Review Quarterly Project Reports
- Facilitate the identification of the Customer(s)' Requirements Manager, Program Manager, Operational Sponsor and Transition Point of Contact

Key Actions. The following are documented actions typically required of a Project Champion:

- Assess the composition of the Project Team to ensure that its members have the required breadth of knowledge, credentials in appropriate discipline, expertise, and experience in relevant fields to carry the proposed research to a successful conclusion
- Assess/provide feedback/approve the Project Work Plan
- Assess/provide feedback/approve the Notional Transition Plan
- Participate in the Customer Discovery Survey
- Identify committed Customers and End-Users within the Department of Homeland Security and the Homeland Security Enterprise

- Review and approve annual Work Plans for continuation of the project
- Determine if transition is required
- Participate in an evaluation of deliverables against requirements

Documents and Reports.

Meetings. The role of Project Champions would be greatly enhanced by their active participation in the following meetings:

- **Project Kick-Off Meeting**
- **Quarterly Progress Reviews**
- **Annual Work Plan – Continuation Meeting**
- **Annual Performers’ Showcase** (conducted annually/one hour). The Champion is invited to attend the BTI Institute’s annual Performers’ Showcase, conducted in Washington, DC in October.

BTI Institute Support. The BTI Institute provides additional support to its Project Champions through the efforts of the following representatives:

- Kevin Clement, Executive Director, Strategic Partnerships
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- Shishir Shah, Ph.D., Transition Point of Contact (POC)