


Project Gain Evaluation Panel Checklist

The Evaluation Panel will consider the following criteria when reviewing each Project Gain program.

	List
	New program or never before successfully implemented
	All eligibility requirements met
	Program is above and beyond the employees' normal scope of duties
	Result in permanent and sustainable change
	Based on Project Gain performance measures
	Support department/agency's vision
	Meets county's vision
	Are congruent with the department/agency's budget goals
	No decline in department/agency's standard of service
	Promote customer service and department/agency efficiencies
	Lead to cost savings or new revenue
	Appropriate documentation included
	Do not overlap Project Gain programs in other departments or agencies
	Signature page included

Project Gain programs are approved by a unanimous decision of the Evaluation Panel. A signed copy of this list will serve as approval by the Evaluation Panel.

County Commissioner appointee

County Administrator/OBSD designee

County Human Resources Director designee/Program Coordinator

Assistant County Administrator for Public Services designee

Department/agency's budget analyst

Two Representatives from a department/agency not under the Board

Frequently Asked Questions

What is Project Gain?

Project Gain is a gain sharing program that provides a means to reward all county employees for contributions to the efficient operation of county government, above and beyond the normal scope of duties. It is a program that compensates employees based on enhanced revenues and cost savings. Project Gain does not replace employee merits and supplements.

How does Project Gain work?

Elected officials/appointed authorities/department heads and staff brainstorm ideas to design a program that will increase department/agency revenues or produce a cost savings. The elected official/appointing authority/department head submits the program, on the appropriate forms (Submission Form PG-1), to an Evaluation Panel for review. The Evaluation Panel submits the program to the County Administrator for approval. Once approved, the department/agency implements the new program. At the end of the program implementation time period (fiscal year or semi-annual) if cost savings or revenue enhancements are realized, a portion of the savings or revenues realized are distributed to the department/agency involved in the program.

Can all departments/agencies and all employees participate in Project Gain?

Project Gain is open to all departments/agencies and all eligible employees. Some departments/agencies, however, have funding restrictions that limit the county's ability to pay employees through a program such as Project Gain. Such departments/agencies are encouraged to recommend alternative programs to the County Administrator for consideration.

Are there rules governing Project Gain?

Each elected official/appointing authority/department head is provided a set of Project Gain Guidelines to establish department/agency gainsharing programs. There is no single, across-the-board strategy that will work for every department/agency. The guidelines were developed by the Project Gain Team, and modeled after successful gainsharing programs in other counties and cities.

How are Project Gain awards distributed?

Project Gain awards are funded from cost savings or revenue enhancements in the department/agency. When goals are obtained, one-half of the funds resulting from savings or enhancements is shared equally with all employees who actively contributed toward the goals of the program. Individual employee awards must total \$100.00 per employee per program, but may not exceed \$1,000.00 per employee per program and \$5,000.00 per employee per fiscal year.

What are some revenue enhancement ideas? How are cost savings realized?

Revenue enhancements may come from a county department/agency that operates a facility that could be rented to consumers. A department/agency may own a training program that could be offered to others for a fee. Cost savings are usually realized as a result of a department/agency reviewing current procedures.

Which forms must I submit to the Evaluation Panel?

Each program submitted must include a Submission Form (PG-1), a Flowchart (PG-2) mirroring the narrative, and the "before" section of the Cost Tracking Form (PG-3). At the completion of the program, the department/agency will submit the "after" section of the Cost Tracking Form (PG-3) and the Validation Report (PG-6). Forms are available online at www.hamiltoncountyohio.gov/hr/innovation/innovationhome.asp.

How can I start a Project Gain program?

Meet with your supervisor and your peers to brainstorm ideas. Identify industry or best practice standards. Follow the Project Gain Guidelines. *Be creative!*

Note: Departments/agencies will establish internal Project Gain procedures. To learn the procedures for your department/agency, check with your supervisor.

Idea Generating Worksheet

This worksheet will help you generate ideas for your Project Gain programs. Consider the following.

What is the primary purpose of your department/agency? How many employees are in your department/agency? How many employees would participate in the program?

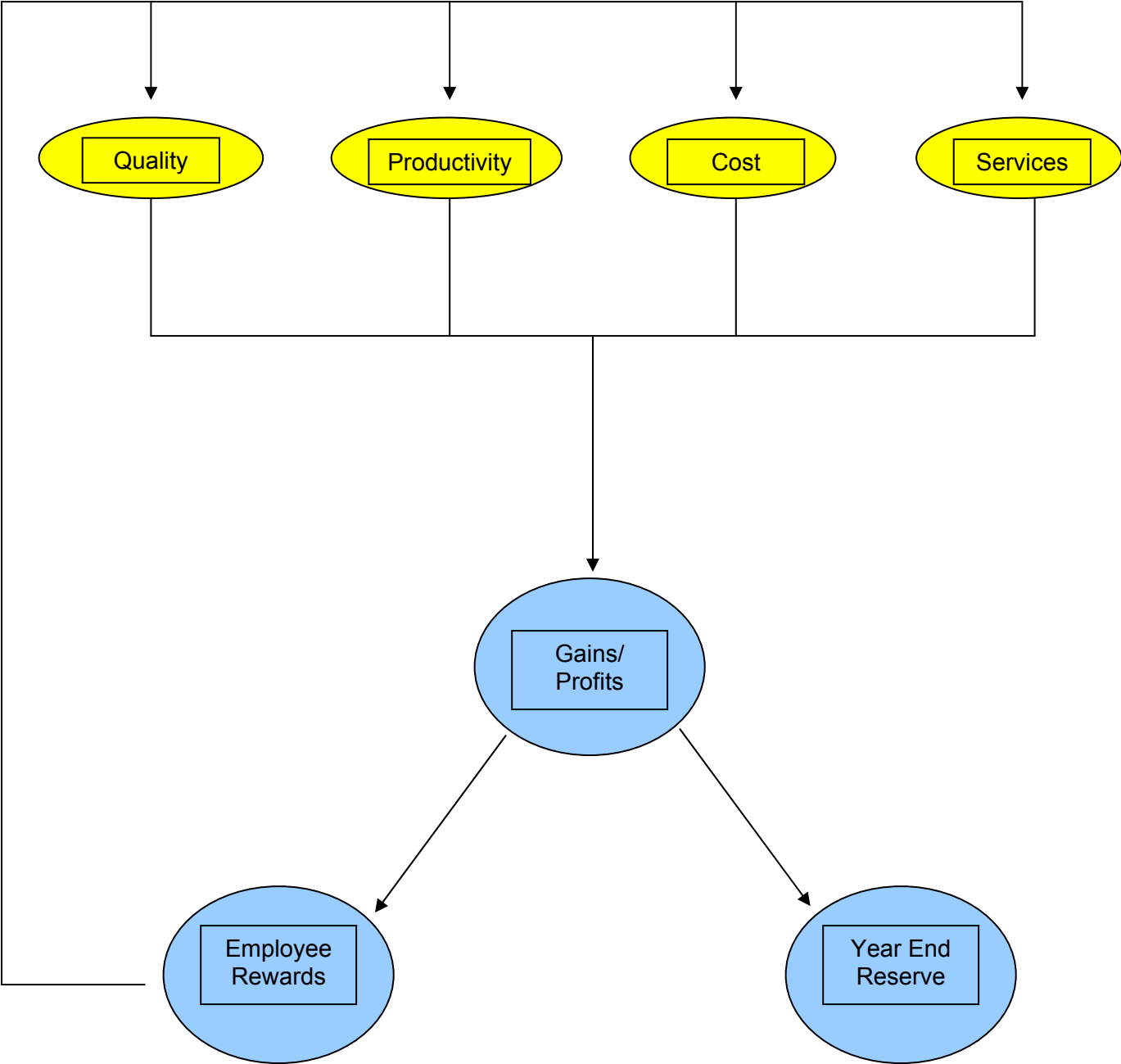
How can you create savings while supporting your Project Gain performance measures?

Are you aware of any industry or best practice standards relevant to the work you perform?

What could you do differently in your department/agency?

What is your challenge?

Project Gain Reinforcing Cycle



Hamilton County Project Gain

Suggested Websites and Books

Website	Company
http://gocreate.com/index.htm http://www.gocreate.com/tools/	GoCreate.com Creative Center of the Universe
http://www.vta.spcomm.uiuc.edu/	Teamworks, The Virtual Team Assistant
http://members.optusnet.com.au/%7Echarles57/Creative/Techniques/index.html	Techniques for Creative Thinking
www.engin.umich.edu/~problemsolving/strategy/crit-n-creat.htm	
http://www2.latech.edu/~dalea/instruction/newideas.html	Generating New Ideas
www.ideas-consulting.com/prelaterral.htm	IDEAS
http://www.innovationresource.com/articles/article_files/selling_ideas.htm	The Innovation Resource
http://webuser.bus.umich.edu/organizations/seventyfifth/Toolbox.htm	Brainstorming
http://www.cre8ng.com/welcome.shtml	Robert Allen Black, Ph.D.
Book	Author
"What A Great Idea!"	Charles "Chic" Thompson
"Ideas Are Free"	Alan G. Robinson & Dean M. Schroeder
"Good To Great"	Jim Collins
"Communicating At Work"	Ronald B. Adler – Jeanne Marquardt Elmhorst
"Developing the Leaders Around You"	John C. Maxwell
"The Answer to How is Yes"	Peter Block
"Joy At Work"	Dennis W. Bakke
Ideaspotting (How to Find Your Next Great Idea)	Sam Harrison
The Seeds of Innovation	Elaine Dundon
Jump Start Your Business Brain	Doug Hall
The Ten Faces of Innovation	Tom Kelley & Jonathan Littman
What a Great Idea. 2.0: Unlocking Your Creativity In Business and Life	Charles Thompson