

Mayor's Private Sector Task Force

Project Executive Request Form

Contact Information

Name: _____ Position/Department: _____

Extension: _____ Email: _____

Project Description

1. Describe the project that you would like the Mayor's Private Sector Task Force to assist on.
2. What are the expected outcomes of this project?
3. How will this project impact the functioning of your department?
4. What would the role of the Task Force member be in this project?
5. What skills/qualifications does this role require?
6. How much time per week would this position require?
7. What is the expected timeline for completion of the project? *(Please provide details on the deadlines and key deliverables for each phase of the project.)*
8. Who would lead the project? *(This could be the member of the Task Force.)*
9. Who would the Task Force Member report to? *(Describe this person's background, including history with the department.)*
10. When would the Task Force Member meet with the head of the department to provide a progress report? *(The department head is required to meet with their Task Force Member at least once every two weeks.)*
11. Do you know someone in particular who could be right for this position?

Additional information:

Questions? Please contact Mary Horstmann, Director of the Mayor's Office of Private Sector Initiatives, at Mary.Horstmann@phila.gov or at 215-683-2164.