**Site Visit Plan**

The Role: Acting Cemetery Director

Timeline: March 6 – March 31, 2023

Email copy to: CDDP Supervisor by February 28, 2023

CDM will guide discussion to set the framework for the site visit and CDT will document the plan.

**Goal:**

Function as `Acting Cemetery Director’ performing the day-to-day duties required of the role while managing `unexpected, hot button situations that occur in real-time.

**Description and Rationale:**

The purpose of this leadership assignment is to provide practical on-the-job experience and feedback on leadership skills required to serve the capacity Cemetery Director (CD). The focus is to have the Cemetery Director Trainee (CDT) think critically and solve challenging problems that occur in typical days at VA cemeteries. The CDT will spend the initial week shadowing the CDM gaining insights on real-world occurrences at the cemetery.

After the shadowing period, the CDT will assume the role of CD. He/she will utilize all knowledge gained to actually demonstrate his/her existing leadership capacity to perform managerial duties. During this period, the CDM will be available for consultation and/or deliver feedback for `in-the-moment’ corrections, if warranted.

**Key Area #1 –** *Share rationale for selecting this area*.

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**Key Area #2 –** *Share rationale for selecting this area.*

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**Key Area #3 –** *Share rationale for selecting this area.*

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**Key Area #4 –** *Share rationale for selecting this area.*

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**Key Area #5 –** *Share rationale for selecting this area.*

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*The CDT and CDM will determine number of key areas to include.*

**Key Milestones**

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**Define Deliverables**

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**Monitoring -** *Define how this occurs working in conjunction with your mentor.*

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**Measurements**

1. *CDT writes Executive Summary Report of Site Visit Experience.*
2. *Leadership Feedback Survey Results from Cemetery’s Administrative Staff.*
3. *Feedback debrief from CDM.*

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*Email a copy to the CDDP Supervisor.*