

TIME, RESOURCE AND CALENDAR

Purpose of this document

To describe the *time and resource commitment* needed/required in the community discussion group process.

This document is intended to be informative and useful. Depending on project purpose, time frame, and other factors (budgets, mandates, et. al.), the following tasks, time frames, and costs can be modified to accommodate project need.

Objective

To address questions regarding the *time and resource commitment* in the set-up process and to provide a rationale for the time and resources expended in the set-up process that may be used to “position” the idea and/or request time and funding support to endeavor in the set-up process.

Set-Up Process

I will work closely with you or a designated "community contact" person around two critical tasks in the set-up process:

1. Gathering secondary data
2. Organizing the community discussion group process meeting schedule

A formal Acknowledgment Packet including a Work Plan and Attachments is sent to the community contact and any other key project partners for review, modification, and utilization. A brief description of the set-up process is provided below, and in more detail in the Work Plan:

Gathering Secondary data

- I will be requesting data from your community about: (1) the community (history, geography, people, employment and education); and (2) the health care system (local facility history, health finance and delivery data and population health status assessment data)
- Community contact locates and forwards (via mail and/or e-mail) documents to me to look over (analyze). In my experience, this takes approximately **5 hours** of total time to locate and forward secondary data requested. The community contact can mail documents to me with a note to copy and send back as one way to save time and paper involved in copying documents.

Invitation and meeting schedule development

The community discussion group meeting in this example is set to unfold over a 2 day time period, and will be held in various locations throughout the community. To organize this, the following occurs:

- Community contact develops an invitation list of community leaders, providers and citizens/consumers; develops an invitation letter; labels, stamps and mails invitation; and manages RSVP's
- Community contact secures meeting locations in the community/area of the site visit (3 to 6 locations - churches, schools, fire halls, etc.)
- Community contact considers (not a requirement) making "cookie jar" refreshment arrangements (coffee, juices, sodas and cookies) for each meeting

Organizing the meeting process requires approximately **2 hours** per day for the first week of activity, and then approximately **1 hour** a day (or less) as activities "lighten-up" after the first week, and the remainder of the process, until the actual site visit.

Sum Totals

A total of approximately **35 hours over a 6 week period** can be expected to set-up 2 days of community meetings.

The cost of paper, envelopes, labels, stamps, and fees for meeting locations (NOTE: search for meeting locations that are free. . .senior centers, Boys and Girls Clubs, etc.), and refreshments are the only expenses associated with this project. The cost for conducting 2 days of community discussion group meetings (approximately 8 meetings) - postage and refreshments only - is approximately **\$300.00**

Other Accommodations

In broader projects (state-wide or multi-county) there may be a need to select communities and community contact people for manageability, and to assist in gathering secondary data and establishing a workable/practical meeting schedule.

In these instances, selecting communities to approach, initiate, and implement the community discussion group meetings can be achieved by using the following criteria:

- geographic distribution (e.g., county or city; rural, urban or frontier);
- population demographics (e.g., diversity of people: homogeneous, immigrant or minority);
- health status (e.g., overall, select indicators); and
- existing community improvement efforts (e.g., organized efforts; process, partners, products, outcomes, current status).

Selecting community contact people to approach can be achieved by using the following criteria:

- experience (e.g., ability to collaborate and organize);
- relationship (e.g., existing or opportunity to develop or enhance); and
- history (e.g., previous work: process, partners, products, outcomes, current status).

Summary

To summarize, then, organizing 2 days of community discussion group meetings will require approximately **35 hours over a 6 week** set-up time period from a single staff person and requires administrative, facility, and meeting costs.

Community contact people will be asked to:

- select a date that works best (for them and entire process);
- secure a meeting location that is accessible and can accommodate at least 25 people comfortably (the number of participants may vary, as will the location need to);
- meeting locations could include houses of worship, schools, libraries, etc.
- develop and forward invitations;
- track RSVP's;
- provide a flip chart stand, chart, markers and masking tape (other arrangements can be made);
- provide light refreshments (optional);
- make opening remarks at the meeting (and appropriately contribute during the meeting);
- and possibly record discussion (work-out with facilitator).

As stated initially, depending on project purpose, time frame, and other factors (budgets, mandates, et. al.), the preceding tasks, time frames, and costs can be modified to accommodate project need.

CALENDAR

NOTE: Time frame can be reasonably modified depending on need, deadlines, and other factors

Time <i>Week (s) of. . .</i>	Activity
Week 1	<ul style="list-style-type: none"> • Sponsoring Organization is forwarded an Acknowledgment Packet with templates for the site visit set-up process • Invitation list and letter is developed and finalized • Meeting locations are identified and secured • Secondary data is collected • Invitations are mailed
Week 2	<ul style="list-style-type: none"> • Secondary data is collected and analyzed • Meeting schedule is being assembled • RSVPs are monitored
Week 3	<ul style="list-style-type: none"> • RSVPs are monitored • Secondary data is analyzed • Meeting schedule is being finalized • Briefing Packets are drafted • RSVPs are monitored; follow-up calls and letters initiated • Meeting schedule is finalized • Briefing Packets are produced
Week 4	<ul style="list-style-type: none"> • Community discussions • Briefing session and community meetings
Weeks 5 & 6	<ul style="list-style-type: none"> • Immediate follow-up opportunities are endeavored • Discussion notes are organized
Weeks 7 & 8	<ul style="list-style-type: none"> • Draft Community Discussion Group Summary Analysis
Week 9	<ul style="list-style-type: none"> • Circulate Summary Analysis to Site Visit Team Members
Week 10	<ul style="list-style-type: none"> • Project Team (on an individual basis) review and comment on the Summary Analysis
Week 11	<ul style="list-style-type: none"> • Project Team “process” the summary analysis together for content and accuracy, as well as establish a dissemination strategy and “next steps” (confirm/establish role in the follow-up process)