

Community Mapping and Planning

A Collaborative Planning Process for Human Service Providers

Throughout each phase

- ◆ Orientation to new members is required as new members join – one to one outside of regular meetings are most effective, so as not to interrupt the flow of the work
 - ◆ Relationship building is necessary throughout the entire process
 - ◆ Remain focused on plan and/or partnership agreement

<i>Phase of Work</i>	<i>What does it entail</i>	<i>How</i>
<i>Joint Commitment</i>	<ul style="list-style-type: none"> ◆ Agreeing on a common purpose ◆ Define boundaries ◆ Agree on what we hope to accomplish together 	<ul style="list-style-type: none"> ◆ Making a decision to plan together by consensus ◆ Creating a Statement of Need, Purpose and/or Expected Outcomes ◆ Creating a Partnership Agreement
<i>Community Profile</i>	<ul style="list-style-type: none"> ◆ Gathering info about the community ◆ Mapping the information ◆ Supplementing the maps with narratives 	<ul style="list-style-type: none"> ◆ Using GIS software to map census information (federal and municipal), program information, participant information. ◆ Conduct key informant interviews, focus groups, literature reviews, interview community members as desired
<i>Community Engagement</i>	<ul style="list-style-type: none"> ◆ Inviting others to review the community profile created ◆ Revise, enhance the profile as agreed ◆ Identify community needs, gaps, strengths and resources ◆ Create an action plan 	<ul style="list-style-type: none"> ◆ Meeting with other groups of stakeholders, community meetings, focus groups. ◆ Presentations to advisory, leadership committees etc. ◆ Receive input from stakeholders ◆ Compile and review results of meetings, engage in planning, priority setting and decision making activities ◆ Often work-groups are created to address priorities; at this point it is imperative to articulate the difference between the role of the overall collaborative planning committee and the workgroups. While the work groups are focusing on responses to specific priorities identified through the community mapping process it is essential that the overall collaborative planning committee remain the body that continues to monitor trends, gaps, offer opportunities for more input, host conversations regarding the overall state of affairs in the community and ensure the community profile is kept up to date
<i>Action</i>	<ul style="list-style-type: none"> ◆ Implementing the action plans (usually each work group has their own plan) 	<ul style="list-style-type: none"> ◆ Assign specific tasks to specific people and create timelines ◆ Monitor progress through regular reporting to the overall community mapping and planning committee ◆ Revise and enhance plans as needed
<i>Evaluation</i>	<ul style="list-style-type: none"> ◆ Identifying successes and challenges in working together ◆ Identifying successes and challenges in achieving expected outcomes. 	<p><u>Evaluate Outcomes:</u></p> <ul style="list-style-type: none"> ◆ Ongoing progress assessment of action plan ◆ Annual review and revision of action plan ◆ Utilize evaluation techniques such as: storytelling, surveying participants, comparing community indicators over time <p><u>Evaluate Process:</u></p> <ul style="list-style-type: none"> ◆ Review the partnership agreement regularly ◆ Discussion of partnership progress as a regular part of the agenda ◆ Utilize evaluation techniques such as: partner survey, specific discussion as required