

**Yavapai: First Things First Regional Needs and Assets Report Timeline (February 1<sup>st</sup> – September 1, 2010)**

| Month(s)   | Activities   | Products / Deliverables   |
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| <b>1: February 2010</b><br><br><b>Stakeholder Input and Data Collection Planning</b> | FTF & Regional Council Communications: <ul style="list-style-type: none"> <li>• Meet with Regional Partnership Council, Coordinator and community stakeholders on February 24<sup>th</sup>, 2010</li> <li>• Review needs assessment process</li> <li>• Review the Yavapai Regional Requests to clarify and prioritize data collection needs and wants</li> <li>• Advise councils on the availability / accessibility of desired data</li> <li>• Share expertise on pertinent data collection methods</li> <li>• Establish realistic parameters and methods for data collection</li> <li>• Provide brief monthly update on needs assessment progress</li> </ul> | <ul style="list-style-type: none"> <li>• Attendance at Council meeting</li> <li>• DRAFT of timeline/action plan</li> <li>• LMA monthly update</li> </ul>  |
|  | Data Collection, Review, and Management: <ul style="list-style-type: none"> <li>• Review existing FTF Regional Profiles (Received from Marcia Jacobson via email)</li> <li>• Begin review of additional existing documents and data provided by Regional Councils</li> <li>• Identify new data sources</li> <li>• Assess gaps in the existing data and prioritize best methods and sources to access in order to gain needed information, perspectives and data</li> </ul>   |   |
| <b>2: March 2010</b><br><br><b>Data Collection and Report Outline Draft</b>          | FTF & Regional Council Communications: <ul style="list-style-type: none"> <li>• Work with regional coordinator to identify, create, and/or refine data collection protocols, tools and methods. This work results in a data collection plan</li> <li>• Solicit input for selecting target populations and content of any qualitative processes (may include focus groups, key informant interviews, community forums, etc.)</li> <li>• Provide brief monthly update on needs assessment progress</li> </ul>  | <ul style="list-style-type: none"> <li>• First Monthly status report due March 1<sup>st</sup></li> <li>• Finalized Timeline/ Action plan by end of March</li> <li>• LMA monthly update</li> </ul> |
|  | Data Collection, Review, and Management: <ul style="list-style-type: none"> <li>• After consultation with Councils, identify, create protocols for and refine data collection methods and tools for qualitative data collection identified in scope of work</li> <li>• Begin qualitative data collection</li> <li>• Continue quantitative data collection</li> </ul>   |   |

| Month(s)  | Activities  | Products / Deliverables  |
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|   | Regional Needs and Assets Reporting: <ul style="list-style-type: none"> <li>• Create first DRAFT outline of final report per FTF state guidelines, with Regional Council-specific data embedded in appropriate content and methods sections of the outline</li> <li>• Provide finalized Timeline/Action plan to Regional Coordinator by end of March</li> <li>• Provide first Monthly Status Report to Regional Coordinator</li> </ul>  |  |
| <b>3: April 2010</b><br><br><b>Data Collection (Gaps) and Report Outline Review</b> | FTF & Regional Council Communications: <ul style="list-style-type: none"> <li>• Share progress on data collection and analysis according to agreed upon, regionally specific plan</li> <li>• Identify any unmet data collection needs, issues, or challenges (i.e., has new data identified a need for an additional focus group? Is there a data set that raises questions? Etc.)</li> <li>• Share draft <u>outline</u> of final report with Regional Coordinator and reach final agreement on all content areas to be covered</li> <li>•</li> </ul> Data Collection, Review, Analysis and Management <ul style="list-style-type: none"> <li>• Continue qualitative and quantitative data collection</li> <li>• Begin data analysis</li> <li>• Identify any continuing gaps in data collection</li> <li>• Plan for collection of any additional information</li> </ul> Regional Needs and Assets Reporting <ul style="list-style-type: none"> <li>• Incorporate feedback from Councils and finalize report outline</li> <li>• Provide 2nd Monthly Status Report to Regional Coordinator</li> <li>• Provide brief monthly update on needs assessment progress</li> <li>• Begin first draft of final report</li> </ul> | <ul style="list-style-type: none"> <li>• 2nd Monthly Status Report due April 1<sup>st</sup></li> <li>• First DRAFT <u>Outline</u> of final report</li> <li>• LMA Monthly update</li> </ul> |
| <b>4: May 2010</b><br><br><b>Data Analysis and</b>                                  | FTF & Regional Council Communications: <ul style="list-style-type: none"> <li>• Share progress on data collection and analysis according to agreed upon, regionally specific plan</li> <li>• Identify any continuing unmet data collection needs, issues, or challenges</li> <li>• Provide brief monthly update on needs assessment progress</li> </ul>   | <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Monthly Status Report due May 1<sup>st</sup></li> <li>• Detailed Report <u>Outline</u> to Regional Coordinator by</li> </ul>       |

| Month(s)  | Activities   | Products / Deliverables   |
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| <b>Finalize Report Outline</b>                            | Data Collection, Review, Analysis and Management: <ul style="list-style-type: none"> <li>• Continue qualitative and quantitative data collection</li> <li>• Continue data analysis</li> <li>• Final identification of any gaps in data collection</li> <li>• Plan for final collection of any additional information</li> </ul>                          | end of May <ul style="list-style-type: none"> <li>• LMA Monthly update</li> </ul>   |
|   | Regional Needs and Assets Reporting: <ul style="list-style-type: none"> <li>• Provide 3<sup>rd</sup> Monthly Status Report</li> <li>• Provide Detailed Report <u>Outline</u> to Regional Coordinator</li> <li>• Begin first draft of final report</li> </ul>   |   |
| <b>5: June 2010</b><br><br><b>Report Draft for Review</b> | Regional Council Communications: <ul style="list-style-type: none"> <li>• Share progress on data collection, analysis, and report writing according to agreed upon, regionally specific plan</li> <li>• Share first draft of report with Regional Coordinator for review</li> <li>• Provide brief monthly update on needs assessment progress</li> </ul> | <ul style="list-style-type: none"> <li>• 4<sup>th</sup> Monthly Status Report due June 1<sup>st</sup></li> <li>• DRAFT final report delivered by end of June</li> <li>• LMA Monthly update</li> </ul> |
|   | Regional Needs and Assets Reporting: <ul style="list-style-type: none"> <li>• Provide 4<sup>th</sup> Monthly Status Report</li> <li>• Submit first draft of report to Regional Coordinator</li> <li>• Incorporate report feedback from Regional Coordinator</li> </ul>   |   |
| <b>7: July 2010</b><br><br><b>Final Report</b>            | Regional Council Communications: <ul style="list-style-type: none"> <li>• Share progress on report writing according to agreed upon, regionally specific plan</li> <li>• Share Coordinator reviewed draft with Regional Council</li> <li>• Provide brief monthly update on needs assessment progress</li> </ul>  | <ul style="list-style-type: none"> <li>• Final Report with any recommended revisions</li> <li>• Monthly update</li> </ul>   |
|   | Regional Needs and Assets Reporting: <ul style="list-style-type: none"> <li>• Deliver final draft of report , incorporating Regional Council feedback</li> </ul>   |   |

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| <b>8: August 2010</b><br><br><b>Presentation</b> | Regional Council Communications: <ul style="list-style-type: none"> <li>• Provide interactive presentation of needs assessment findings and how they can be used, to Regional Council</li> </ul>  | <ul style="list-style-type: none"> <li>• Presentation of needs assessment findings to Councils</li> </ul> |
|  | Regional Needs and Assets Reporting: <ul style="list-style-type: none"> <li>• Deliver interactive presentation of needs assessment findings and how they can be used, to Regional Council</li> <li>• Secure approval by Regional Partnership Council</li> </ul> |   |