

DRAFT

PDSA – FOOD SECURITY – ROUNDTABLE DISCUSSION (PHASE 1?)

PLAN

- Identify the Aim: To determine the food needs in our community
- Identify stakeholders – those currently involved in meeting the needs of the community
- Identify date/location for the roundtable discussion
- Develop the announcement; send to participants

DO

- Conduct the roundtable
 - Develop Agenda and supporting script
 - Collect information that is needed to start to develop the stakeholder matrix
 - Conduct a SWOT

STUDY

- Prepare report based on the input from the discussions
- Draft the stakeholder matrix

ACT

- Conduct follow-up Session / Share results / Determine next steps
- Support any individual group that wants to apply the process to develop *their respective stakeholder matrix*

TO DO

- Involve stakeholders in developing the strategic plan
 - Identify priorities and projects
- Support new projects
- Support any individual group that wants to apply the process to develop *their respective strategic plan*.

| | PLAN | (1) | | DO | |
|-----|----------------------------------------------------|-------------------|--------------|---------------|-----------------|
| | Action / Tasks | Goal / Obj | Lead | Target | Comments |
| 1.0 | Identify the Aim | 2 | Torrie | Feb 28 | |
| 2.0 | Identify Stakeholders – Food Topic | 2/1a | Torrie / All | Mar 11 | |
| | | | | | |
| 2.1 | Identify date / location for Roundtable Discussion | 2 | All | April 15 | |
| 2.2 | Develop Announcement / Invitation | 2 | JoAnne | Mar 11 | |

| | | | | | |
|------------|----------------------------------------------------------|--------------|---|--|--|
| 2.3 | Send out Invite/Collect names of participants | 2 | ? | | |
| | | | | | |
| 3.0 | Conduct Roundtable – Collect Information | 2/1b | | | |
| 3.1 | Who are stakeholders in the community? | 2/1b | | | |
| 3.2 | What are the needs? | 2/1b | | | |
| 3.3 | What is currently being provided any by whom? | 2/1b | | | |
| 3.4 | What are the expectations, e.g, what should be provided? | 2/1b | | | |
| 3.5 | Conduct a SWOT | | | | |
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| 4.0 | Develop a Report | 2/1c | | | |
| | | | | | |
| 5.0 | Conduct Follow-Up to share results | 2/1d 2/1e | | | |
| 5.1 | Along with stakeholders, develop strategic plan | | | | |
| 5.1.1 | Identify priorities and projects | | | | |
| | | | | | |
| 6.0 | Support Projects | | | | |

(1) Note: Goals and Objectives identified in the Capstone Project Application