

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				
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