CNA PLANNING CHECKLIST

- [ ] Set date.

- [ ] Create Agenda.

- [ ] Invite required Stakeholders (see Required Stakeholders List).

- [ ] Send invitation with Agenda.

- [ ] Get commitment/RSVP.

- [ ] Send reminder as date nears.

- [ ] Reserve meeting room.

- [ ] Schedule refreshments/coffee service, etc.

- [ ] Schedule technology support.

- [ ] Prepare Data (refer to List of Data Needed).

- [ ] Make 8 data folders. (One data folder needed per group).

- [ ] Optional: Create a Shared electronic folder for additional data.

- [ ] Assign participants to Focus Groups (see Focus Groups Planning Chart).

- [ ] Set up room group-style with 8 tables.

- [ ] Provide a laptop to use connected to a projector.

- [ ] Bring extension cord (if needed).

- [ ] Provide a projection screen, or large light-colored wall will work.

- [ ] Provide Chart tablet (16 pages needed) and markers.

- [ ] Prepare "Sign-in" Sheet.

- [ ] Check over everything the day before.

- [ ] Touch base with the consultant the day before.

- [ ] Send thank-you notes to participants.