

CNA PLANNING CHECKLIST



- Set date.
- Create Agenda.
- Invite required Stakeholders (see Required Stakeholders List).
- Assign participants to Focus Groups (see Focus Groups Planning Chart).
- 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.
- 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 + extras) 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.