

Work Plan and Timeline for Leon County MAPP Process

This timeline is to serve as a guide throughout the planning process, but adjustments in timing and scope may be made to accommodate the fluid process that is inherent in working with communities. The darker shading shows the timeline for each entire phase; the lighter shading underneath shows the timeline for various activities within each phase. Key meetings are color-coded.

Acronyms include: LCH=Leon County Health Department, BBHC=Big Bend Health Council, HPC=Health Planning Council of Northeast Florida.

(months)		May				Jun				Jul				Aug				Sep				Oct				Nov				Dec				Jan				Feb				Mar	
(weeks)		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
Community Meetings										1				2				3				4				5				6				7				8				9	
Core Team Meetings / Calls				A				B				C				D				E				F				G				H				I				J			
MAPP Phase / Description of Activity	Lead																																										
Organize for Success / Partnership Development																																											
Develop detailed work plan for MAPP assessment	HPC			A																																							
Identify Core Team to assist with process	LCHD																																										
Identify participants and contact information	LCHD			A																																							
Draft invite letter / send via US Post and email	LCHD																																										
Follow-up with email and phone calls	LCHD																																										
Determine regular mtg dates	LCHD			A						1																																	
Develop a Vision																																											
Determine date, time and venue for kick-off	LCHD																																										
Coordinate logistics for kick-off	HPC								B																																		
Prepare content / design visioning process	HPC			A					B																																		
Hold kick-off and visioning event	All									1																																	
Community Health Status Assessment																																											
Conduct data collection of core indicators	BBHC								B																																		
Analyze the data / create a health profile	BBHC												C																														
Present health profile at meeting	BBHC																2																										
Incorporate community feedback	BBHC																				3																						
Community Themes and Strengths Assessment																																											
Identify subcommittee, approaches, and resources	HPC								B	1		C	2																														
Hold community dialogues and focus groups	HPC																																										
Conduct interviews with residents / key leaders	HPC																																										
Develop/disseminate/collect a community survey	HPC																D																										
Analyze data and present findings	HPC																				E	4		F	5																		

Work Plan and Timeline for Leon County MAPP Process (cont.)

(months)		May				Jun				Jul				Aug				Sep				Oct				Nov				Dec				Jan				Feb				Mar			
(weeks)		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2						
Community Meetings										1				2				3				4				5				6				7				8				9			
Core Team Meetings / Calls				A				B				C				D				E				F				G				H				I				J					
MAPP Phase / Description of Activity	Lead																																												
Local Public Health System Assessment																																													
Establish subcommittee / plan process	HPC											C				D																													
Community complete LPHSA brainstorming	HPC																	3																											
Subcommittee complete LPHSA instrument	HPC																																												
Enter results into CDC system	LCHD																																												
Discuss results/identify challenges and opportunities	HPC																							F		5																			
Forces of Change Assessment																																													
Prepare for the Forces of Change Assessment	HPC															E																													
Hold brainstorming session with community	HPC																					4																							
Simplify list / identify threats and opportunities	HPC																							F																					
Present all assessment findings to community	HPC																																												
Identify Strategic Issues																																													
Identify potential strategic issues	HPC																											G		6															
Consolidate strategic issues and prioritize	HPC																															H		7											
Formulate Goals and Strategies																																													
Develop goal statements	HPC																																	7											
Identify strategies and barriers	HPC																																			I									
Select and adopt strategies	HPC																																							8					
Draft and finalize planning report	HPC																																								J				
Present planning report to community	HPC																																							J		9			
The Action Cycle*																																													
Organize for action	LCHD																																												9

* The Action Cycle should continue after the timeline ends; activities should be incorporated into organizational activities and be sustained throughout the community. Some milestones to consider for the Action Cycle include: 1) develop objectives and agree on accountability, 2) develop action plans, 3) coordinate action plans and implement, 4) prepare for evaluation/determine the methodology, 5) gather evidence and justify conclusions, and 6) share results.

Tool adapted from NACCHO's "Example Timeline/Workplan for the MAPP Process"