# Phase 1: Action Team Workplan

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| **Action Phase 1: Convene****Time Needed: Up to 4 months** |
| **Date** | **Initial Team Meeting** | **Participants Needed** | **Resources Needed** |
|  | Welcome/meeting overview* Introductions
* Name
* Organization
* Reason for attending

Community discussion* Definitions and Characteristics of a Dementia Friendly Community
* Complete the Readiness Questionnaire
* What do YOU think?

Next steps* Best methods for ongoing communication
* Who are the community members that could help us and who will contact them?

Next meeting information:* Date/time/location (consider setting a standing monthly meeting)
 | Community Coordinator, key community leaders, community members/volunteers representing community sectors, people with dementia and their care partners, including diverse and underserved populations, as available | Meeting spaceRefreshmentsHandouts:* Meeting agenda
* Dementia Friendly Community Toolkit Power Point Overview
* DFA Sector Guides
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| **Date** | **Action Team Meeting #1** | **Team Members Needed** | **Resources Needed** |
|  | Review the concept of what a dementia friendly community is and what your team hopes to accomplishWorkplan and projected timelineWho will take on what roles (e.g. organizer, facilitator, note taker, time keeper, communications, etc.)Expectations for participation (e.g. hours per month, attendance, etc.)Build an Action Team and list of contacts. Determine roles, time commitments and member composition of: -Community Coordinator -Action Team Members -Community Engagement Team Members/Lead  -Community Event Members/Lead -Others (i.e. Area Agency on Aging, Alzheimer’s Association)Identify projected expenses, determine how the project will be funded, potential funding opportunitiesDetermine method(s) for ongoing team communication.Determine awareness building and communication that needs to get out to organizations/community about the dementia friendly community effort and decide who will coordinate it | Community Coordinator, Action Team members | Meeting spaceRefreshmentsHandouts:* Meeting agenda
* Workplan (this document)
* Community Coordinator Job description
* Building an Action Team
* News Releases
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| **Date** | **Action Team Meeting #2** | **Team Members Needed** | **Resources Needed** |
|  | Review list of community sector questionnaires in Phase 2Determine sectors to interviewIdentify outreach capacity to engage unrepresented sectors, including diverse/underserved populations | Community Coordinator, Action Team members, Community Engagement members, volunteers representing community sectors including diverse and underserved populations | Meeting spaceRefreshmentsHandouts:* Meeting agenda
* Community Engagement Tool
* Sector Questionnaires
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| **Date** | **Community Event Team\* Planning Meeting #1** | **Team Members Needed** | **Resources Needed** |
|  | Select Community Event Team LeadPlan the community kickoff event to announce the Dementia Friendly Community efforts and set stage for further engagement Identify resources needed*\*Community event team will meet throughout the process and after the results have been analyzed and top priorities identified.*  | Community Coordinator, Community Event team members (people with community connections and event organizing skills) | Meeting spaceRefreshmentsHandouts:Meeting agenda  |

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| **Action Phase 2: Engage****Time needed: Up to 4 months** |
| **Date** | **Community Engagement Team Meeting #1** | **Team Members Needed** | **Resources Needed** |
|  | Select a Community Engagement Team LeadReview sector questionnairesRecruit volunteers to conduct interviews or focus groupsIdentify team members to train volunteers Develop timeline for questionnaire completionPlan process for interviews or focus groups and how to submit completed questionnairesIdentify interviewees or focus group participantsIdentify resources neededDevelop list of materials for “resource packet” to distribute while doing interviews or focus groups. Include basic dementia education, Know the 10 Signs, Dementia Friendly America flyer, sector guides as well as programs and services in your community.  | Community Coordinator, Community Engagement team members (people who are detailed oriented, comfortable interviewing or leading focus groups, enjoy organizing information) | Meeting spaceRefreshmentsHandouts:* Meeting agenda
* Copies of sector-based questionnaires
* DFC Toolkit Power point Overview
* DFA Sector guides
* Facts & Figures on Dementia in your community (developed by your team)
* World Health Organization Dementia Fact Sheet
* Know the 10 Signs
* List of programs and services in your community
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| **Date** | **Community Engagement Team Meeting #2** | **Team Members Needed** | **Resources Needed** |
|  | Conduct interview and focus group training with volunteersAssign volunteers to interviewees or focus groupsReview pre-interview email, call script and materials for intervieweesAssemble resource packets to distribute while doing interviews and focus groups | Community Engagement Team | Meeting spaceRefreshmentsHandouts:* Meeting agenda
* Copies of sector-based questionnaires
* Pre-interview email
* Call script
* Materials for resource packet
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|  | Community Engagement Team conducts interviews and focus groups *(team will meet as needed)**Community Coordinator serves as a resource to Community Engagement Team; shares early learnings and best practices and ensures resource packets are created, etc.*  | Community Engagement Team members |  |
| **Date** | **Action Team Meeting #3** | **Team Members Needed** | **Resources Needed** |
|  | Community Engagement team update Celebrate progress to date, share success storiesIdentify sectors that still need to be interviewed and determine if action teams wants to pursue. If yes, determine methodology and assign responsibilities. Community Event Team update and resources neededIdentify team member to compile survey findings, if not done alreadyIdentify 2-5 team members who can assist in the initial analysis of Phase 2 results (Analysis Team) | Community Coordinator, Action Team, Community Engagement Team, Community Event Team | Meeting spaceRefreshmentsHandouts:* Meeting agenda
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| **Action Phase 3: Analyze****Time Needed: Up to 3 months** |
| **Date** | **Community Engagement Team Meeting #3** | **Team Members Needed** | **Resources Needed** |
|  | Compile questionnaire findings and disseminate for Community Engagement Team to reviewIn consultation with Analysis Team, identify prioritiesPrepare a high- level summary of data collected and indicate the top five priorities | Community Coordinator, Community Engagement Team members | Meeting spaceRefreshmentsHandouts:\*Meeting agenda\* List of priorities |
| **Date** | **Action Team Meeting #4** | **Team Members Needed** | **Resources Needed** |
|  | Community Engagement report findingsReview high-level summary of data collectedIdentify patterns, strengths, gaps and opportunitiesDiscuss top priorities and identify possible actions, determine top priorities/actions to share with communityDiscuss process for prioritizing community goals and determine who will facilitate | Community Coordinator, Action Team, Community Engagement Team, Community Event Team | Meeting spaceRefreshmentsHandouts:* Meeting agenda
* Prioritizing goals process
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| **Action Phase 4: Act Together****Time Needed: Up to 3 months** |
| **Date** | **Hold Community Event** | **Team Members Needed** | **Resources Needed** |
|  | Full Action Team hosts a community eventExplain dementia friendly communities and DFA initiativeIntroduce Action Team and volunteersExplain the Community Engagement Process and findingsDiscuss priorities and actionsObtain community input to determine action plan  | Community Coordinator, Action Team, Community Engagement Team, Community Event Team | Meeting spaceRefreshmentsHandouts:* Meeting agenda
* Engagement results/priorities
* Dementia Friendly America information
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| **Date** | **Action Team Meeting #5** | **Team Members Needed** | **Resources Needed** |
|  | Full Action Team convenes to debrief community meeting, determine priority items to take action on, and set a timelineTeam determines plan for communicating results of the community meeting and action plan | Community Coordinator, Action Team, Community Engagement Team, Community Event Team | Meeting spaceRefreshmentsHandouts:* Meeting agenda
* Workplan and budget template
* Communications template
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