

Outreach Partnership Workshop Sub-Team

	Timeframe							
Issue	Phase	Process Design	Data Gathering	Enrolling Strategic Partner	Workshop Design	Implementation	Evaluation	The Goal
Currently, we are not partnering effectively with other organizations to leverage our capability to provide information to divergent populations.								A partnership with an organization whose target audience is congruent with SFA's to conduct a Student Aid Awareness workshop by 9/2000
Key Stakeholders •Jeanne YanYlandren •Greg Woods •Workshop Partner •Conference Attendees •SAAIPT Leadership Team •Outreach Team	Deliverables Understanding of and agreement on charter, including- •team member/roles •goals •key stakeholders - interest / needs •process road map / work plan	•Summary of relevant focus group data. •List of potential partners. •List of conferences being held before 9/2000	•Agreement on criteria for partner selection •Agreement on partner selection. •Agreement with partner to deliver an aid awareness workshop. •Agreement on partner liaison and their role.	•Agreement on criteria for success. •Agreement on desired outcomes, agenda, materials, logistics, roles, target audience, written description, evaluation instrument.	•Workshop delivered	•Lessons learned report •Written proposal for next steps		
Key of Symbols		Sponsor SAAIPT - Jeanne YanYlandren Outreach sub-team Key stakeholders	SAAIPT-Leadership Team Communication Report Advisors	Training Partner Organization Conference Participants	Celebration / Closing Team			