



Sunday, November 24, 2002

FSAU Process Improvement Team Review Session May 21 - 23, 2002

Purpose: To create a FSAU business process for developing and delivering training.

Desired Outcomes: *By the end of this meeting, we will have:*

- Reviewed all Build, Deliver, and Assess documents.
- Determined next steps for the team.

Agenda:

What	How	Who	Time
Monday, May 20, 2002		1 PM – 5 PM	
Start Up: – Welcome/ Purpose – Outcomes/ Agenda	<ul style="list-style-type: none"> • Review the agenda and the desired outcomes • Explain process 	<ul style="list-style-type: none"> • Pennie 	<ul style="list-style-type: none"> • 5 min.
Build	Phase Lead Report and Group Discussion: <ul style="list-style-type: none"> • Feedback and Comments • What edits are necessary? • What are realistic timeframes for completion? 	<ul style="list-style-type: none"> • Sara & Pennie 	<ul style="list-style-type: none"> • 4 hrs
Tuesday, May 21, 2002		12 PM – 6 PM	
Build (continued)	<ul style="list-style-type: none"> • Any remaining review items 	<ul style="list-style-type: none"> • Sara & Pennie 	<ul style="list-style-type: none"> • 2 hrs
Deliver	Phase Lead Report and Group Discussion: <ul style="list-style-type: none"> • Feedback and Comments • What edits are necessary? • What are realistic timeframes for completion? 	<ul style="list-style-type: none"> • Linda & Katie 	<ul style="list-style-type: none"> • 2 hrs
Team building	Team building activity	<ul style="list-style-type: none"> • Katie 	<ul style="list-style-type: none"> • 2 hrs
Wednesday, May 22, 2002		9 AM – 4 PM	
Assess	Phase Lead Report and Group Discussion: <ul style="list-style-type: none"> • Feedback and Comments • What edits are necessary? • What are realistic timeframes for completion? 	<ul style="list-style-type: none"> • Mark & Katie 	<ul style="list-style-type: none"> • 4 hrs
Plan & Deliver (?)	<ul style="list-style-type: none"> • Review significant updates from Feb. review session 	<ul style="list-style-type: none"> • Sara 	<ul style="list-style-type: none"> • 2 hrs
Next Steps	Group Discussion <ul style="list-style-type: none"> • Establish deadline for edits • Additional review session? • Determine project deadline 	<ul style="list-style-type: none"> • Pennie 	<ul style="list-style-type: none"> • 15
Meeting Evaluation	<ul style="list-style-type: none"> • Review Desired Outcomes • Determine next meeting date/ time • +’s and –’s of this meeting’s structure 	<ul style="list-style-type: none"> • Pennie 	<ul style="list-style-type: none"> • 5