

Action Items	Timeline							
	10/1- 10/15	10/16- 10/31	11/1 - 11/15	11/16 - 11/30	12/1 - 12/15	12/16 - 12/31	1/1 - 1/15	1/16 - 1/31
<b>Identify Focus Groups</b>								
Develop Messaging to be utilized with facilities to engage community partners to host focus groups								
Identify Focus Group Locations								
Contact Facilities to obtain agreement to host focus groups								
Select Focus Group Dates								
<b>Prepare Focus Groups</b>								
Draft Focus Group Protocol								
Finalize Focus Group Protocol								
Develop Training Protocol for focus group facilitators								
Finalize Training Protocol for focus group facilitators								
Train focus group facilitators								
Develop Marketing Materials for Focus Group Locations								
a. Boys and Girls Club								
b. Mt. Pleasant School/Martin Luther King School								
c. Calvary Tabernacle								
Develop Incentives for families at each focus group								
a. Boys and Girls Club								
b. Mt. Pleasant School/Martin Luther King School								
c. Calvary Tabernacle								
<b>Conduct Focus Groups</b>								
a. Boys and Girls Club								
b. Mt. Pleasant School/Martin Luther King School								
c. Calvary Tabernacle								
<b>Report Writing</b>								
Draft Final Report with Recommendations								
Finalize Report with Recommendations								