

GUIDE TO TEAM-BASED ACTIVITIES

Friday, September 30
9:30-10:40am

This morning’s session is an opportunity for your team to work together to plan for the months ahead. We encourage you to use this time in whatever way you think will be most useful.

In this packet, we have included four optional activities that may be helpful in structuring the session:

- Reflection Point1**
Intentional reflection about the team's work over the past four months, and drawing lessons for the work ahead.

- Network Mapping Vs2.....2**
A continuation of the network mapping completed at the June convening.

- Developing a work plan for the next stage of work.....3**
Structuring the work—identifying activities, assigning responsibilities, and setting key milestones.

- Building a case and business planning exercises4**
Revising the team's vision, stenghtening the case for the work, and/or beginning to consider questions about business planning.

During the session, program staff and the City Support Team will rotate among the teams to provide assistance and facilitation, as needed.

Reflection Point

A Reflection Point is an opportunity to pause and take stock of the team's work to date—where the team has succeeded, what has been difficult, and how the team hopes to work together moving forward. The goals of a Reflection Point are to strengthen the relationship between members of the team and highlight opportunities to advance the team's work.

Introduction

- Please use the questions below as a guide and feel free to tailor the discussion to meet the needs of the team.
- If you think it would be helpful to have an external facilitator, please notify someone from Bennett Midland or Reinvestment Fund, and we will do our best to find someone to facilitate.
- Designate a note taker, who will record important points and next steps. Don't worry about documenting the entire conversation!

Guiding questions

Team

- Has a team leader emerged? If not, do we need to identify one?
- How have we defined roles and responsibilities on the team? Is this structure working well so far?
- Are there additional responsibilities we need people to take on?
- Are there additional perspectives needed at the table?
- Are there ways we could adjust our work routines to make them more effective?

Accomplishments

- What are we most proud of?
- Are we accomplishing as much as we had hoped to so far?
- What are our most promising opportunities?

Challenges

- What has been most challenging about...
 - o Confirming a focus of our work?
 - o Gathering data?
 - o Engaging community stakeholders and residents?
- What have we tried that we would do differently next time?
- What are the most formidable challenges we see ahead and how do we plan to overcome them?
- How are we addressing questions of equity and health disparities in our work? Are we doing enough?

Network Mapping vs2

This Network Map activity is a chance to revisit the map your team created in June with a focus on influence and power. There are two different options for “Network Mapping vs2.” One looks more at influencers and their relationship/ importance to your work, and the other allows you to look at the power dynamics at play within your stakeholder group and plan for collaborative management with this in mind.

Option #1: Influence Map

This map is a visual model showing people/ organizations who influence and make decisions about your project. It shows how stakeholders relate to one another and visually shows ways in which influence flows. The chart depicts: importance, relationship and influence amount.

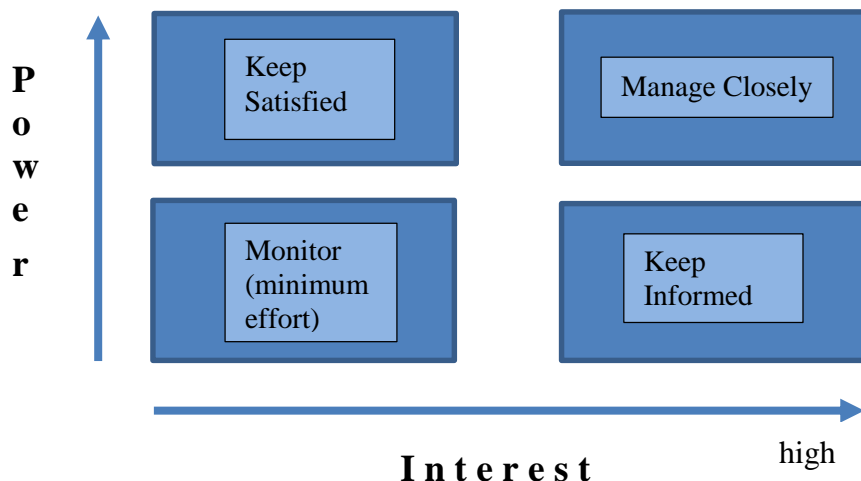
Start with the Network Map you created at the June convening and add the following elements. If you don’t have the original Network Map you created, you can start by making one. (Start with team members as nodes and add stakeholders/ network for each member. Add lines connecting stakeholders following the notes below.)

- Importance or weight of a stakeholder’s overall influence – represented by the *size of the circle* representing that stakeholder.
- Relationships between stakeholders – represented by *presence of lines or arrows between them*.
- Amount of influence stakeholders have over others – represented by the *heaviness of the lines drawn between them*.

Option #2: Power/Interest Grid

This option is a different version of adapting the stakeholder information explored in your original Network Mapping exercise in June. It will help you to visually see the power dynamics at play in your community in relation to Invest Health, and use this information for collaborative/ communication management purposes.

Copy this box onto a large sheet of paper and assign each stakeholder to one of the four boxes. Note the grid lines: *power* is vertical and *interest* is horizontal. Each has a high and low element.



Developing a work plan for the next stage of work

Introduction

- A work plan can help organize and prioritize your activities for the next few months.
- We recommend that you assign a team member for each activity identified and set a target date for completion.
- Feel free to use the template below or modify to fit the team’s needs. The first work stream and task is an example to help get you started.

Work plan template

Activity	Responsible	Date/target completion
Work stream #1 (e.g., community engagement)		
<i>Conduct interviews with residents in target neighborhood to gather feedback</i>		October 17
Work stream #2		
Work stream #3		

Building a case core questions

<p>Vision</p> <ul style="list-style-type: none">- What do we aim to accomplish and where?- Why does this matter for our city?	<p>Local context</p> <ul style="list-style-type: none">- What promising opportunities, city assets, and resources exist?- Who are the stakeholders that can make this happen? Who might stand in the way?- Why is now the right time? Why hasn't this happened before?
<p>Community engagement</p> <ul style="list-style-type: none">- Is our vision aligned with the priorities of residents?- Whose voices or perspectives do we need to include to succeed?	<p>Expected impact</p> <ul style="list-style-type: none">- How do we expect to impact health outcomes, health disparities, and/or the social determinants of health in our community?

Business planning core questions

1. What do you want to do and why? (synthesis of “building a case” work)?
2. What impact do you expect to have on health outcomes and/or social equity?
3. Who do you need to implement your plan?
4. What is the timeline for implementation?
5. What is the budget?
6. What are the potential risks and how do you plan to mitigate them?