

Program Start-up Chart

PROGRAM TASKS	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Program Visioning Tasks														
Articulate program vision		↑												
Identify core partners		↑												
Envision program outcomes			↑											
Creating a Program Infrastructure														
Assess organizational capacity to support family and community partnerships		↑												
Assess current family services structure			↑											
Determine staffing needs to implement Free to Grow			↑											
Hire new staff for family and community components			↑	↑										
Start up Training and Capacity Building														
Conduct orientation training in risk and protective factors for all staff and partners					↑									
Conduct core training in principles of community development						↑								
Conduct core training in strengths-based approach to case management for family advocate staff								↑						
Develop shared mission statement for family services work											↑			
Train family advocates in protocols and procedures to support new service structure												↑		

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Implementing the New Family Service Structure (Year Two)														
Develop program brochures describing new service structure to families		↑												
Define key family strengthening outcomes for overall program goals		↑												
Begin utilization of new Family Partnership Plan and implementation of new service delivery structure			↑											
Compile baseline data base of family partnership plans				↑										
Conduct baseline assessment of program families; articulate intervention levels and triage appropriately					↑									
Conduct follow-up training of family advocates														↑
Provide supervision and support of family advocates														↑
Conduct quality assurance case reviews														↑
Assess family outcomes after program intervention														↑
Implement corrective measures based on program assessment														↑

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Implementing Community Strengthening Components (Year One)														
Establish interagency advisory group			↑											
Plan leadership development training					↑									
Outreach and recruitment for leadership development training						↑								
Logistical planning for leadership training							↑							
Develop a training team								↑						
Conduct leadership development training														
Evaluate leadership training														
Establish community action group														
Build relationships with other community residents														
Invite residents to assess community Priorities														
Conduct community assessment														
Analyze community assessment to identify key risk and protective factors														
Choose priority issues for action														
Articulate outcomes to guide community action														

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Implementing Community Strengthening Components (Year Two)														
Develop research based action plan						↑								↑
Engage partners and other residents in community action					↑	↑								
Develop a strategic plan to guide community action					↑	↑								
Take action														↑
Assess community outcomes														↑
Celebrate successes														↑
Ongoing outreach and recruitment of community leaders														↑
Ongoing leadership development training to support activities of community coalitions														↑