



The *ChangeMapping* Planning Process

1. **Initial Consultation** determines if *ChangeMapping* is appropriate. Contact Nancy Barrett (nfbarrett@barrett-evaluations.com) for the free consultation. If we decide to proceed, we will schedule a time for the session.
2. **Planning Meeting.** Four weeks prior to the scheduled *ChangeMapping* Session, the *ChangeMapping* facilitator will have a planning meeting with key stakeholders to identify one or two problems to be addressed in the workshop.

This meeting will emphasize the collaborative nature of the *ChangeMapping* process. **For the *ChangeMapping* process to be most effect, it is important that all staff be involved in identifying the problems to be addressed.** If management identifies the problems, the group will not be vested in finding solutions so it will not be a good use of the organizations time.

Because *ChangeMapping* uses a small group model to identify needed change, there must be between 5 and 30 participants in the workshop.

3. **Agency meeting with staff.** After the planning meeting, the organizational leaders will work with the staff to identify problems to be addressed.
4. **Two weeks before the workshop:** The agency contact will forward the problem(s) to the facilitator for review and suggestions if needed.
5. **One week before** the workshop:
 - a. Everyone (leaders, staff and facilitator) will agree on the problem(s) to be address.
 - b. Agency contact will send the number of participants to the facilitator.
6. **Day of the Workshop.** Tables will be set up with 4-6 participants at each table. Depending on the number of participants and scope of the problems, participants may be assigned to work on different problems. As a rule, there should only be one or two problems to address. See [Workshop Structure](#) for sample six hour schedule.
7. **One week (or sooner) after the workshop** the facilitator will send the agency contact a detailed summary of the activity including:
 - a. Positive and negative factors identified for each problem
 - b. Initial solutions suggested by the group
 - c. Other suggestions for addressing the problem(s).
8. **Two weeks after the workshop (or sooner if desired)** Facilitator and agency representatives will meet to discuss the process and plan and decide if further meetings are needed.