Brainstorm Agency CNA Team

As you establish an Assessment Team, remember that each member will have access to (or interest in) different kinds of data that are important to include in the CNA.

First make sure you know who was involved in the last CNA process. Are those individuals still around? Are they availble to work on this current effort?

Consider the various staff in your agency -Program Staff, Agency Leadership, Fiscal Staff, Human Resources, Facilities Staff, etc. Also consider Board Members and volunteers. Some agencies also invite input from representatives of partner organizations.

Think about the characteristics of who you want on your team: curious, organized, detail oriented, analytical , results-oriented, familiar with the community to be assessed,

Jot down some other characteristics you think would be important:

|  |
| --- |
|  |

One important consideration is the ability to commit TIME to the project. When you invite the team members, this will be an important consideration, but you should include this idea in your initial brainstorming because you really want individuals who will be able to participate.

Now start to create a list of possible individuals:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Top of Form

|  |  |  |
| --- | --- | --- |
| **Suggested Individual** | Represents: | Quality |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | | | |
|  | | | |