

JUMPP Task Force Two-Year Action Plan Tracking Sheet

Purpose of this document:

To implement the 2015-2020 Strategic Plan adopted by the JUMPP Task Force Steering Committee, workgroup leads will report progress made on action items listed in this tracking sheet. Reports will be made during JUMPP Steering Committee meetings.

How to fill out this document:

- (1) Complete the “Workgroup Information” section below, listing the person completing this Action Plan Tracking Sheet submission, their organization and contact information.
- (2) Once workgroups are formed, and meeting format and dates are decided, include them on this tracking sheet;
- (3) List areas of experience needed to accomplish action items, and identify resources needed;
- (4) Review action items on pages 2-5; use the JUMPP Strategic Plan 2015-2020 to further flesh out action items. Language in each action item table header is taken directly from the JUMPP Strategic Plan 2015-2020, and page numbers are listed for your reference;
- (5) Indicate expected completion date for each of your workgroup’s action items;
- (6) Utilize the comments section for any additional notes or actions required;
- (7) Submit this document to Ruth Bell at rbell@ph.lacounty.gov, before each Steering Committee meeting noting the workgroup’s progress.

NOTE: Submit page 1 from this Tracking Sheet for any changes to your workgroup membership or meeting schedule.

Workgroup Information:

Submitted By (Name):	Workgroup:	Date Submitted:
Organization:	Phone:	Email:
Workgroup Meeting Location/Format (Conference Call; In Person; Email; Other)	Workgroup meeting schedule (include dates if not a regular occurring meeting)	Meeting Contact (Name and email)
List the areas of experience/expertise needed for this workgroup:	Does the workgroup currently have experience/expertise needed? Yes/No	Identify workgroup resources needed and who can provide:

Priority Area B. Communicate and disseminate joint use best practices, successes, and challenges

Strategy 1: Select a common language for joint use (SP pg. 12)

Action Steps	Lead	Progress Measures	Time Line	Completed By (date)	Status	Comments
1. Form communications and dissemination workgroup (includes training)	Communications Workgroup	Workgroup members identified	Year 1			
2. Select workgroup chair(s) and develop meeting schedule	Communications Workgroup	Workgroup leadership and meeting schedule in place	Year 1			
3. Gather existing joint use definitions and terminology (from websites, toolkits)	Communications Workgroup	Definitions collected	Year 1			
4. Create a list of all relevant terms and their definitions	Communications Workgroup	List of terms	Year 1			
5. Discuss how to assure that the selected terminology makes sense to diverse sectors	Communications Workgroup	Agenda item at workgroup meeting	Year 1			
6. Develop a short presentation for the Task Force on joint use terminology	Communications Workgroup	Presentation developed	Year 1			
7. Share findings at JUMPP Task Force meeting	Communications Workgroup	Presentation shared with Task Force	Year 1			
8. Come to agreement on joint use terms and definitions as a Task Force	Communications Workgroup	List of agreed upon joint use terms and definitions	Year 1			
9. JUMPP Task Force uses the agreed upon terminology in its communications. Task Force members implement the terminology in their work.	JUMPP Task Force	JUMPP products using terminology	Year 1 Year 2			

Priority Area B. Communicate and disseminate joint use best practices, successes, and challenges

Strategy 4: Provide training to build capacity of community members, Task Force members, organizations and agencies to implement joint use policies and practices (SP pg. 13-14)

Action Steps	Lead	Progress Measures	Time Line	Completed By (date)	Status	Comments
1. Create list of possible training topics	Communications Workgroup	List of training topics	Year 1 Year 2			
2. Create list of partners that convene groups (e.g. NEOP, Parks and Rec, etc.) as possible venues for trainings	Operations Workgroup	List of partners	Year 1			
3. Prioritize list of partners to engage	Operations Workgroup	Prioritized list of partners	Year 1 Year 2			
4. Assign workgroup members to connect with prioritized partner organizations to identify opportunities to insert joint use into existing conferences, trainings, meetings, etc.	Operations Workgroup	Matrix prepared identifying partner organizations, contact information, responsible workgroup member Check-in at Task Force meeting	Year 1 Year 2			
5. Develop training modules that can be presented at partner trainings	Communications Workgroup	Training developed	Year 1 Year 2			
6. Present joint use modules at partner trainings	Communications Workgroup	Trainings delivered	Year 2			
7. Identify trainings that could be conducted at JUMPP meetings for Taskforce members and guests	Communications Workgroup	List of potential training topics	Year 2			
8. Develop the training	Communications Workgroup	Training agenda and materials developed	Year 2			
9. Identify and invite participants to the training	Operations Workgroup	Participant sign-in list	Year 2			
10. Conduct the training	Communications Workgroup	Conduct brief evaluation following training	Year 2			

Status: NS = Not started; IPB = In progress, behind; IPOS = In progress, on-schedule; C = Completed.

Priority Area C. Develop JUMPP organizational capacity and resources						
Strategy 1: Formalize JUMPP membership, operational structure and processes (SP pg. 15)						
Action Steps	Lead	Progress Measures	Time Line	Completed By (date)	Status	Comments
1. Refine JUMPP Task Force mission and purpose	Communications Workgroup	Steering Committee adopts mission and purpose and presents to Task Force.	Year 1			
2. Develop JUMPP guiding principles and rationale for joint use	Operations Workgroup	Steering Committee adopts guiding principles and rationale and presents to Task Force.	Year 1			
3. Clearly define roles and responsibilities of Task Force members	Operations Workgroup	Document clearly describes roles and responsibilities Members agree to actively participate	Year 1			
4. Review Task Force composition and identify missing partners/sectors/geographies	Operations Workgroup	List of current members and missing partners/sectors	Year 1 Year 2			
5. Develop JUMPP logo and letterhead to “brand”/provide a visual identity to JUMPP and present to Task Force	Communications Workgroup	Logo developed Letterhead developed Presented to Task Force	Year 1			
6. Develop an engaging one-pager on JUMPP to send to prospective Task Force members	Funding Workgroup	One pager developed and sent to prospective members	Year 1			
7. Invite new members to join JUMPP Task Force	Operations Workgroup	List of additional sectors added to Task Force Growth in non-traditional partners (e.g.: Youth) Geographic representation of areas of the county with the highest disparities	Year 1 Year 2			

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Priority Area C. Develop JUMPP organizational capacity and resources						
Strategy 1: Formalize JUMPP membership, operational structure and processes (SP pg. 15)						
Action Steps	Lead	Progress Measures	Time Line	Completed By (date)	Status	Comments
8. Develop a list of topics and activities for Task Force meeting agendas	Operations Workgroup	List of topics developed May include discussion formats, guest speakers, presentations of JUMPP or other materials	Year 1 Year 2			
9. Develop JUMPP Task Force meeting agendas and ensure they include time for workgroups to work	Operations Workgroup	Task Force agendas developed include time for actual work	Year 1 Year 2			
10. Steering Committee Chairs/LADPH facilitate Task Force meetings	JUMPP Co-Chairs	Agendas show Steering Committee and LACDPH roles	Year 1 Year 2			
11. Develop relationships among Task Force members	Operations Workgroup	Time on agenda for networking and collaboration Time and activities to foster relationship building included on agendas	Year 1 Year 2			
12. Continuously facilitate Task Force members' active participation	Operations Workgroup	Track meeting and workgroup participation	Year 1 Year 2			
13. Develop a press release to communicate JUMPP's composition, growth and priorities	Communications Workgroup	Press release sent to partner organizations for posting in newsletters, social media and on web sites	Year 1 Year 2			

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