

# Event Record

## Summary

**Event ID:** 6745  
**Client System:** CH-P&R  
**Event Name:** 02 - Data Collection Team Meeting - 1  
**Event Description:** 02.0 - Instrument Package Development & Distribution  
**Priority:** 3 - Routine  
**Opened:** 10/27/2008  
**Event Date(s):** 10/28/2008 through 10/28/2008  
**Time:** 9:00:00 AM until 11:00:00 AM  
**Hours:** 2.  
**Hours from notes:** 0  
**Location:** Client Organization  
**Closed?** False

## Financials

**Invoice Amount:** \$0.00  
**Reimbursable Expense(s):** \$50.00  
**Non-reimbursable Expense(s):** \$150.00

## Team

**Lead:** Lacroix, Elizabeth  
**Anchor:** Lacroix, Joseph  
**In-Room Support/POC:** N/A  
**Team Sponsor:** N/A

## Attendance

**Expected Attendance:** 20  
**Invited:** 16  
**Actual Attendance:** 14

## LMS Information

**LMS Information - MUST DO:** (No Data)  
**LMS Information - PROTECTED:** (No Data)  
**LMS Information - PUBLISHABLE RESULTS:** (No Data)

## **Printing, Publications, and Logistics**

### **PRE/POST Requirements:**

#### **Logistics:**

A - Normal Event Package - 01 to 09

**Models Used:** (No Data)

**Handouts Used:** (No Data)

**Film Used:** (No Data)

**Photography/Recording Completed:** 10/27/2008

**Tech Manuals Used:** None

## Event Plan

### Data Foundation

(No Data)

### Event Lineage

#### Parent Event(s):

EventID: 6714 RGB Strategic Realignment 9/9/2008 - 7/31/2009

#### Concurrent Event(s):

EventID: 6747 01 - Earlyon Decision Meeting w/Leadership Team 10/9/2008 - 10/9/2008

EventID: 6715 01 - CW Server Installation & Orientation 10/7/2008 - 10/7/2008

#### Needed Event(s):

(No Data)

### Design Information

#### Design/Agenda - OMR:

Outcomes:

Create FIRST of three DRAFTS for the Baseline Survey

Methods:

Agenda

Outcome: First Draft Survey for circulation among workforce.

- 5 Introductions
- 5 DCT Fit in the 10-Stage
- 15 Unifying Human Systems
- 45 Daisy Wheel Item Selection
- 10 End Items
- Produce First DRAFT for distribution to DCT
- 10 Survey Instructions
- 15 Demographics
- 5 Next Steps - Assignment for next meeting \_\_\_\_\_
- 5 Evaluation

Resources:

Standard Package

Computer w/CapacityWare

DCT

2-Hours

#### Design/Agenda - Clinic - Went Well:

We came away with a FIRST DRAFT as expected.

Were able to serve snacks - YEA!

**Design/Agenda - Clinic - Needs Improvement:**

It's a tossup between people wanting us to limit the time and keep them fully informed - frustrating.

People are reluctant to ask questions (during the session) for clarity - yet give us feedback that we're being unclear.

TASK ORIENTATION (RED) TOO DOMINANT.

Daisy Wheel did not go as efficiently as it might have gone.

Room was too small and movement was cumbersome.

**Transcribed Charts**

(No Data)

**Participant Comments:**

Value:

Suggestion: Make sure we are well-informed of our duties since people see us as intermediaries for tis RGB surveying and have plenty of questions.

Score: 8

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Value: Starting to really understand the purpose and direction of this evaluation. So looking forward to change. Like the step we are taking.

Suggestion: Thank you for the snacks.

Score: 8

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Value: This gives me hope that positive results can come out of this.

Suggestion:

Score: 8

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Value:

Suggestion:

Score: 9

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Value:

Suggestion: I hope this relly changes things.

Score: 4

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Value:

Suggestion:

Score: 6

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Value: Questions were great and survey should be good. Hopefully people will embrace the program and be honest with the survey.

Suggestion: I was a little lost at the beginning of the session - maybe a more basic, simple introduction, spelling out exactly what we'll be doing and how? Not just outline of agenda - didn't understand.

Score: 6

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Value: The survey data collection is a great approach to solving (this) problem we are having with the city.

Suggestion:

Score: 9

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Value:

Suggestion:

Score: 5

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Value: Helpful in looking at specifics that need to be evaluated.

Suggestion:

Score: 8

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Value: Things were clarified today what this team is about.

Suggestion:

Score: 9

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Value: Survey section very valuable. Preliminary information more clarity.

Suggestion: Less time on first half of meeting. More time to work on survey. Print the website on a document so we can refer to that. More than likely I have written down something wrong, and if so will have to contact someone to get the correct address.

Score: 7

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Value: I felt like I was being asked to be a part of this process. Thank you.

Suggestion: As humans, we may tend to gravitate towards those items where we see a lot of checkmarks; and we may not be inclined to "vote" for an item that no one else has checked. Don't want to "waste our vote." By making this process electronic, you won't be influenced by other's "checks."

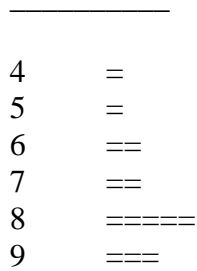
Score: 7

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Value: The event today helped me to clearly understand the goals of RGB Workshops.

Suggestion:

Score: 8



Mean = 7.57 - average of all numbers ( $106/14 = 7.57$ )

Mode = 8 - score used most frequently

**Participant Comments Score: 7.57**

**Technology Suggestions:**

**Best Practice Documentation:**

**Closed:** (No Data)

## Notes

Date: 10/26/2008 3:37:44 PM

Name: Lacroix, Elizabeth

Note:

Include LMS Survey options for information purposes