



SAMPLE SUMMARY TABLE

Innovation Stage: Suggested Actions

Activity	Importance/Ease	Next Steps
<ul style="list-style-type: none"> Broaden community representation 	<ul style="list-style-type: none"> One dot for ease No dots for importance 	
<ul style="list-style-type: none"> Share schedule of activities to keep all aware of responsibilities 	<ul style="list-style-type: none"> Three dots for ease Five dots for importance 	<ul style="list-style-type: none"> Bill will provide one for Sue's group on school initiatives Linda and Margaret will provide one for the committee Linda will provide one for the sub-committees
<ul style="list-style-type: none"> Attempt additional types of communication, including more face-to-face meetings 	<ul style="list-style-type: none"> One dot for ease Two dots for importance 	<ul style="list-style-type: none"> All PRC staff will work on <ul style="list-style-type: none"> Committing to regular meetings Meeting with community members when in the community Using electronic means to facilitate virtual meetings Attempting to get resource commitments from other grants for travel to community
<ul style="list-style-type: none"> Obtain more community committee members who reflect the community and its demographics 	<ul style="list-style-type: none"> One dot for ease One dot for importance 	<ul style="list-style-type: none"> Jill will assess our current community committee members' representation and compile a list of possible additional recruitment strategies
<ul style="list-style-type: none"> Marketing (placing ads in the local newspaper) to increase recognition of the PRC and to thank partners; keep the ad simple; maybe send a letter to the editor 	<ul style="list-style-type: none"> Five dots for ease No dots for importance 	<ul style="list-style-type: none"> Jill, Linda, and Nancy will pursue this item
<ul style="list-style-type: none"> Define CBPR and goals of the community committee for the community representatives 	<ul style="list-style-type: none"> Two dots for ease No dots for importance 	<ul style="list-style-type: none"> Suzie will ensure that this information is included in the next newsletter
<ul style="list-style-type: none"> Provide additional support to the community committee by <ul style="list-style-type: none"> Providing logistic support, e.g. minutes from meetings, agenda setting, managing listserv Providing content guidance Better understanding the PRC program culture/ environment 	<ul style="list-style-type: none"> One dot for ease Five dots for importance 	<ul style="list-style-type: none"> Larry will explore assigning an MPH student to assist Jill Margaret will make presentation at retreat Larry will discuss the current and possible future environment with the Project Officer during their next call
<ul style="list-style-type: none"> Increase community partners' involvement in workload—ask for assistance 	<ul style="list-style-type: none"> Three dots for ease No dots for importance 	
<ul style="list-style-type: none"> Rotate PRC staff attending meetings to avoid burnout 	<ul style="list-style-type: none"> Two dots for ease No dots for importance 	
<ul style="list-style-type: none"> Have more senior leadership presence at community committee meetings 	<ul style="list-style-type: none"> Three dots for ease One dot for importance 	<ul style="list-style-type: none"> Larry will address this by trying to attend more often
<ul style="list-style-type: none"> Conduct more in-person meetings with university partners 	<ul style="list-style-type: none"> One dot for ease Three dots for importance 	<ul style="list-style-type: none"> Larry will schedule these more often