

# Materials Distribution and Time Line and Participant Assignments

## PLA Workshops

### BIB

#### Timeline, Materials, and Assignments for Webinars - BIB:

##### **3/16/2017 - PreWork Sent Prior to Workshop 1**

- Process Definition Worksheet – Titled PLA Workshop Materials
  - List of questions to review with PLA Subject Matter Experts (SMEs) prior to the workshop
- Blank Relationship Map Template
- Blank Process Map Template

##### Participant Assignments Before First Webinar:

- All Participants should read Page 2 of the PLA Workshop Materials document for background
- Participants should create a list of all individuals in their organization that deal with PLA
- Participants should list their Objectives for attending the PLA Workshops on page 3 of the PLA Workshop Materials document.
- Participants should read and fill out the forms of the Workshop Assignments on pages 4-12 of the PLA Workshop Materials
- After completing the prework assignment in the PLA Workshop Materials document, the participants should interview all those (nonparticipants) in their organizations who deal with PLA. The subject of this interview should be their completed prework on pages 4-12 of the PLA Workshop Materials document to gather additional input for the workshop.

##### **3/22/2017 – CAEL Webinar 1**

- Learning the Process Mapping Tools
- Creating a PLA Relationship Map

##### **3/24/2017 - After Webinar 1: CAEL Sends to Participants**

- PLA Next Steps CAEL Assignment
- Copy of Webinar 1 PowerPoint
- Link to internet version of Webinar 1
- Reaffirm Assignment in writing for Session 2 Webinar

##### Participant Assignments Prior to Webinar 2: Week of March 27<sup>th</sup>

- Fill out the PLA Next Steps CAEL Assignment questionnaire
- Review the outcomes of their Workshop work (Relationship Map) with all PLA stakeholders in their organizations for input.
- Input should include participants, flow of actions in their PLA Relationship Map and confirm desired PLA outcomes from the Worksheet Assignment for Webinar 1.
- Read page 13 of the PLA Workshop Materials to prepare for the Webinar

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### 4/5/17 – CAEL Webinar 2

- Debriefing input on the PLA Relationship Map
- Creating a PLA Process Map

### 4/7/17 - After Webinar 2: CAEL Sends to Participants

- Copy of Webinar 2 PowerPoint
- Link to internet version of Webinar 2
- Assignment to provide examples of PLA Process Maps for Webinar 3

### Participant Assignments Prior to Webinar 3: Week of April 10<sup>th</sup>

- Participants should consult with all PLA stakeholders and colleagues in order to complete and revise the documents and gather questions to bring to Webinar 3
- Input should include participants, flow of actions in their PLA Process Map and confirm desired PLA outcomes from the Worksheet Assignment for Webinar 2.
- Read page 13 of the [PLA Workshop Materials](#) again and complete the Disconnect chart on page 14 and the Actions chart on page 15 to prepare for the Webinar 3.

### 4/19/17 – CAEL Webinar 3

- Review results of feedback from colleagues
- Review actual PLA Process Maps contributed by participants
- Actions and Change Management Discussion
- Wrap up

### After Webinar 3: CAEL Sends to Participants

- Copy of Webinar 3 PowerPoint
- Link to internet version of Webinar 3