

Appendix A

Work Plan

<b>PHASE 1 - Planning</b>						
	Denotes assignment due dates					
	<i>Deliverables</i>	<i>Activities</i>	<i>Draft</i>	<i>Final</i>	<i>Who/Submits</i>	<i>Resources</i>
P1.1	IRB Final Draft Submission	Submit Final IRB draft to Marie and Dr. Fitzpatrick		12-Nov	Team/Lucas	USDA ERS toolkit, IRB comments from Marie, Dr. F, IRB examples, computers
P1.2	IRB Approval	Submit completed IRB forms to UALR Office		19-Nov	Lucas	Computers
	Project Update Due	Working on, going well, challenges - send to Brian and Dr. F, upload to canvas		12-Nov	Team/Read	Group discussion, computers
P1.3	Project Planning Paper Draft	Description/ Lit review/ Methodology/work plan/ IRB submission & approval	5-Nov	12-Nov	Team/Submits	Joint individual effort/group edit, computers, example work plans, lit. references, USDA toolkit
P1.4	Project Planning Paper Final	Description/ Lit review/ Methodology/work plan/ IRB submission & approval		19-Nov	Team/Submits	Joint individual effort/group edit, comments from Marie, computers, references, USDA toolkit
P1.5	Project Budget	Travel, focus group costs, office supplies, presentation needs, misc. needed materials budget		19-Nov	Team/Tiffany	Project budget worksheet, reimbursement policy and procedures, computers, group discussion, discuss with Brian
P1.6	Focus Group Work Plan	Create outreach plan (who, how) logistic considerations (where, when). Create screeners.		26-Nov	Team/Anna	Event planning checklist, computers, focus group examples, USDA toolkit, coordination with Brian and Jamie, group discussion
P1.7	Questionnaire	Edit/revise questionnaire that will be distributed at focus groups		26-Nov	Team/Tiffany	USDA toolkit, computers, group discussion
P1.8	Secondary Data Collection Plan	Create data collection plan (who gathers what data and by when)		3-Dec	Team/Lucas	USDA toolkit, computers, admin/data organizing tools, group discussion
P1.9	Food Store Survey Plan	Create plan for when and where to conduct food store surveys. Research store POCs, outreach		26-Nov	Team/Read	USDA toolkit, computers, group discussion
	Project Update Due	Working on, going well, challenges - send to Brian and Dr. F, upload to canvas		10-Dec	Team/Read	Group discussion, computers

<b>PHASE 2 - Data Collection</b>						
	<i>Deliverables</i>	<i>Activities</i>	<i>Draft</i>	<i>Final</i>	<i>Who/Submits</i>	<i>Resources</i>
	Revised team MOU	Indicates that team is addressing challenges, growing stronger		21-Jan	Team/Submit	MOU templates, computers, group discussion
<b>P2.1</b>	Secondary Data Collection	Community profiles, community food resources, community food production/resources, household food security	21-Jan	28-Jan	Draft-Read/Final-Team	USDA toolkit, online resources, computers, admin/data organizing tools, joint individual effort, group review
	Schedule stakeholder final presentation	Date, time, location, open to the public. Plan to market/inform		28-Jan	Read	Coordinate with Brian, phone/computers, technology/presentation needs, group discussion
	Project Update Due	Working on, going well, challenges - send to Brian and Dr. F, upload to canvas		4-Feb	Team/Read	Group discussion, computers
<b>P2.2</b>	Focus Groups in Clay County, questionnaire	Facilitate, collect data, transcribe from recordings	11-Feb	18-Feb	Read/Anna	USDA toolkit, travel coordination, FG guide, questionnaire, refreshments, FG materials-flip chart, markers, recording device
<b>P2.3</b>	Focus Groups in Poinsett County, questionnaire	Facilitate, collect data, transcribe from recordings	11-Feb	18-Feb	Tiffany/Lucas	USDA toolkit, travel coordination, FG guide, questionnaire, refreshments, FG materials-flip chart, markers, recording device
<b>P2.4</b>	Food Store surveys in Poinsett and Clay Counties	Training, administering, proper best practices	18-Feb	25-Feb	Clay-Read/Lucas Poinsett-Tiffany/Ann	USDA toolkit survey, travel coordination, hard copy of surveys, pens/pencils, computers

<b>PHASE 3 - Data Analysis</b>						
	<i>Deliverables</i>	<i>Activities</i>	<i>Draft</i>	<i>Final</i>	<i>Who/Submits</i>	<i>Resources</i>
<b>P3.1</b>	Analyze questionnaire results	Create graphs, charts/ cross referencing/ comparative analysis/ validity		4-Mar	Team	Computers, USDA toolkit and online references, joint individual effort, group discussion, admin/data organizing tools
<b>P3.2</b>	Analyze focus group data	Finish transcribing, coding, analyze codes		4-Mar	Team	Computers, USDA toolkit and online references, joint individual effort, group discussion, admin/data organizing tools
<b>P3.3</b>	Analyze food survey data	Finish transcribing, coding, analyze codes		4-Mar	Team	Computers, USDA toolkit and online references, joint individual effort, group discussion, admin/data organizing tools
<b>P3.4</b>	Analyze secondary data	Finish aggregating community profiles of data, create visual representations for client		4-Mar	Team	Computers, USDA toolkit and online references, joint individual effort, group discussion, admin/data organizing tools
	Project Update Due	Working on, going well, challenges - send to Brian and Dr. F, upload to canvas		4-Mar	Team/Read	Group discussion, computers

<b>PHASE 4 - Final Report</b>						
	<i>Deliverables</i>	<i>Activities</i>	<i>Draft</i>	<i>Final</i>	<i>Who/Submits</i>	<i>Resources</i>
	Project Update Due	Working on, going well, challenges - send to Brian and Dr. F, upload to canvas		1-Apr	Team/Read	Group discussion, computers
<b>P4.1</b>	Final Paper draft	Delegating writing assignments, scheduling meeting times, combining graphs into findings		1-Apr	Team	Computers, USDA toolkit and online references, lit. references, final paper examples, APA manual, joint individual effort, group discussion, admin/data organizing tools
<b>P4.2</b>	Final Paper	Intro/methodology/findings/conclusions/ recommendations		15-Apr	Team	Computers, USDA toolkit and online references, lit. references, final paper examples, comments from Marie and Dr. F. APA manual, joint individual effort, group discussion, admin/data organizing tools
	Press Release	Draft, receive edits from Marie, Brian, Dr. F, and prepare for submission	4-Mar	22-Apr	Team/Anna	Templates/examples, computers, discuss with Brian, group discussion
	Practice Final Stakeholder Presentation	Team to walk through presentation details		22-Apr	Team	Group discussion, computers, tech needs, final report
<b>P4.3</b>	Final Stakeholder Presentation	Divide materials/ power point/ handouts		29-Apr	Team	Reserve space, computers, technology needs (internet connection, projection, etc.), group discussion, discuss with Brian
	Practicum Reimbursement	Submit all outstanding reimbursements to Julianne		2-May	Team	Computers, receipts, template for submission
	Project Update Due	Working on, going well, challenges - send to Brian and Dr. F, upload to canvas		6-May	Team/Read	Group discussion, computers