Community Resource Mapping Toolkit

Intended for use with the Project 10 Community Resource Mapping Training

2014
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Community Resource Mapping Toolkit
Publication

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612.624.4512
publications@icimail.umn.edu

(Crane & Mooney, 2005, p. 4)
Tool 1: Partnership Building Worksheet

Task: Identify key partners
Process: Brainstorm potential partners and identify what will keep them involved

<table>
<thead>
<tr>
<th>Potential stakeholder/partner</th>
<th>What do they bring?</th>
<th>What is their self-interest?</th>
<th>Steps to elicit involvement</th>
<th>Role in the process</th>
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</table>
Tool 2: Developing a Vision Statement Worksheet

Task: Create or reaffirm stakeholder’s vision.
Process:
1. Create or draw vision for developing an ideal system.
2. Translate creation or drawing into key words or themes.
3. Using key words, write collective vision statement.

*Note: Vision statement may be further refined at subsequent meetings.*

(Crane & Mooney, 2005, p. 10)
Tool 3: Setting Goals Worksheet

Task: Develop goals for the mapping process.
Process:
1. Review vision statement.
2. List area(s) to change, if any, to move towards vision.
3. Prioritize area(s) listed.
4. Write priority area(s) into goal statement(s).

(Crane & Mooney, 2005, p. 12)
Tool 4: Targeting Community Resources to Improve Outcomes for Youth Worksheet

Task: Produce comprehensive list of community resources.

Process
1. Top of chart: identify domains for improved outcomes
2. Left-hand column: list community resources
3. Columns: indicate services or supports provided

Targeting Community Resources to Improve Outcomes for Youth Worksheet (Crane & Mooney, 2005, p. 17)

<table>
<thead>
<tr>
<th>Community Resources</th>
<th>Secondary education / graduation</th>
<th>Post-secondary education/ training</th>
<th>Career preparation/ employment</th>
<th>Youth development/ leadership</th>
<th>Supportive / adult services</th>
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</thead>
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</table>
Tool 5: Identifying Resources Worksheet

Task: Identify and define each resource.

Process
1. Pick a goal to map and identify key investors for the goal
2. Use table to further define key investors

<table>
<thead>
<tr>
<th>Organization, project, program, or initiative</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding source</td>
<td></td>
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<tr>
<td>Service delivery</td>
<td></td>
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<tr>
<td>Target population</td>
<td></td>
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<tr>
<td>Activities / services</td>
<td></td>
</tr>
<tr>
<td>Partnering agencies</td>
<td></td>
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<tr>
<td>Expected outcomes</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>
Tool 6: Analyzing Resources Worksheet

Task: Identify gaps and overlaps in resources identified.

Process
1. Continue with goal from Tool 5; list the goal.
2. Review map for overlaps/duplications, gaps/missing resources and list implications.

Analyzing Resources Worksheet (Crane & Mooney, 2005, p. 17)

<table>
<thead>
<tr>
<th>Overlaps</th>
<th>Gaps</th>
<th>Implications</th>
</tr>
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<tbody>
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</table>
Tool 7: Formulating Action Steps

Task: Translate information into action steps.

Process
1. Identify actions needed to align resources and needs
2. Work across the action plan; add additional information, if necessary

<table>
<thead>
<tr>
<th>Action steps/strategies</th>
<th>Lead organization</th>
<th>Target dates</th>
<th>Milestones / measures</th>
<th>Potential challenges</th>
<th>How to respond</th>
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</table>
Tool 8: Identifying Technical Assistance Needs and Next Steps Worksheet

Task: Identify next steps to sustain mapping efforts.
Process: For each goal/action step, identify technical assistance (TA) needs; identify who can provide the TA.

<table>
<thead>
<tr>
<th>Goal / action step</th>
<th>Brainstorm TA needs</th>
<th>Brainstorm who can help</th>
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<tbody>
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Sustaining the Effort: (list steps to sustaining planning efforts)
1.
2.
3.
Tool 9: Identifying Dissemination Infrastructures and Resources Worksheet

Task: Identify mechanisms for communicating and disseminating action plan and technical assistance strategies.

Process:
1. For each product, identify mechanisms available at the national, state, regional, and district levels for sharing information.
2. Consider the feasibility of each available mechanism as it pertains to the larger plan, and select a variety of mechanisms that meet your needs and the needs of your targeted audience.

Identifying Dissemination Infrastructures and Resources Worksheet (Crane & Mooney, 2005, p. 34)

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>National</th>
<th>State</th>
<th>Regional</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet strategies</td>
<td></td>
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<tr>
<td>Web sites, e-mail, forum,</td>
<td></td>
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<tr>
<td>e-publication, listserv</td>
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<tr>
<td>Outreach opportunities</td>
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<tr>
<td>Networking events,</td>
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<tr>
<td>conferences, workshops,</td>
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<tr>
<td>meetings, trainings,</td>
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<td>coursework</td>
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<td>Media vehicles</td>
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<td>Newsletter, report,</td>
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<td>brochure, press release,</td>
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<tr>
<td>advertisement, PSA,</td>
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<tr>
<td>video, audiotape, CD</td>
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Resources

Project 10 Transition Education Network
www.project10.info

National Center on Secondary Education and Transition (NCSET)
http://www.ncset.org/

National Secondary Transition Technical Assistance Center (NSTTAC)
http://www.nsttac.org/

References