Compile Data & Draft Prosperity Components Scope:

Draft Prosperity Components: Compile the results of your community survey and feedback from focus groups, town hall meetings, and interviews. Highlight key takeaways, such as current perceptions and actionable opportunities for improvements in areas such as communication and collaboration, workforce development etc.

- **What:** To compile and analyze the community input data and start to draft Prosperity Components to prepare for building your new community vision.
- **Why:** You want to create a vision that is relevant for your community and addresses your issues.
- **Who:** Name of the leading organization or steering committee directing the project.
- **When:** Once community input is complete.
- **Duration:** 1-2 weeks

Compile Data & Draft Prosperity Components Instructions

The following are recommended orders-of-operation to compile your data and draft your prosperity components.

1. **Steps:**
   - ☐ Determine who will review the data and identify trends.
   - ☐ Assign team members to compile the data into the reporting document.
   - ☐ Assign a team member to review and edit the report.
   - ☐ Determine how this will be reported out to the community. This can include a full report that can be downloaded as a PDF, a slide presentation, or even a video update that is posted on your website and distributed through email and social media.
   - ☐ Compile the results and your report based on Step 2.
   - ☐ Distribute the findings.

2. **To Compile the Survey Results:**
   - ☐ If your chosen survey platform can generate any graphs or charts, use what is available to visualize the findings.
   - ☐ Export the data into a spreadsheet and review any open-ended question responses to begin identifying trends.
   - ☐ Identify key takeaways and actionable items.

3. **To Compile Notes from Focus Groups, Town Halls, and Interviews:**
   - ☐ Compile all notes into one document, organized by event.
   - ☐ Each event should have a section of comprehensive notes, key takeaways, and actionable items.

☐ Add in trends, key takeaways, and actionable items from the survey into the report.
☐ Format the document as needed to match the branding for your community.
☐ Review and edit the report.
☐ Export for distribution.

4. **Depending on the ways you want to report this information to your community, you may also need to:**
☐ Build a slide presentation to highlight the findings.
☐ Select a team member to present the slide presentation and record the video. This can be done via a Zoom meeting - it doesn't have to be an elaborate production.
☐ Post the results to your website.
☐ Share results via email and social media.
☐ Write and distribute a press release to the local media.
☐ Hold a public meeting to share the findings and the next steps for the plan.