



Implementation Update #4

May 25, 2017

Faith in Our Future Diocesan Staff

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Reminders

- Year 1 Cohort Implementation Plans are due by May 31, 2017
- Please use the forms provided electronically, entering text into the spaces provided. Do not send handwritten plans.
- Please have cohort members sign the signature page and scan it to create a pdf document.
- Send your Cohort Implementation Plan and the .pdf of the signature page to Sherrie at sspore@dioceseoftrenton.org
- The Diocesan Implementation Commission will meet to review the plans of each Cohort in June and will provide approval and/or feedback for improvement by the end of that month.
- Implementation of Year 1 plans begins July 1, 2017
- The Cohorts should expect to meet periodically throughout the year ahead as needed, as a whole or in subcommittees, in order to carry out the planned actions and to monitor progress.
- Please contact members of the diocesan staff for assistance as you develop ministry initiatives. They are eager to help you succeed.
- Cohorts are asked to evaluate their Year 1 accomplishments and submit a Year 2 Cohort Implementation Plan by May 15, 2018.

Best Practice: Using Email to Facilitate Cohort Work

This procedure is employed by several Cohorts. Shortly after a Cohort meeting the secretary circulates the minutes to the Cohort team via email. Approximately two weeks before the Cohort meeting the Cohort or, where appropriate, a Subcommittee Chair emails a progress report including areas for discussion and proposed action steps to the Project Manager for comment. The Project Manager reviews the document and responds by email. When necessary there is a brief conference call to provide clarification and further discussion. The document is then emailed to the entire Cohort for review and comment. According to the Chairs in Cohort 13, they get a response rate as high as 80%. Comments and suggestions are then incorporated in the report which is presented for discussion at the next Cohort meeting. This procedure not only facilitates a more focused and productive meeting, but also reduces the number of face to face meetings.

--shared by John Toman, Project Manager