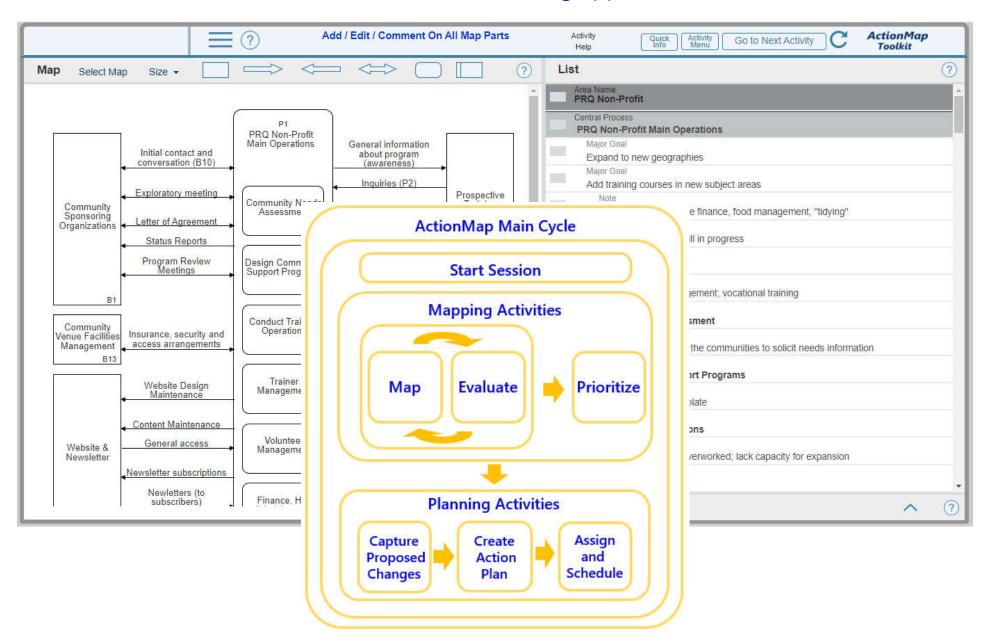


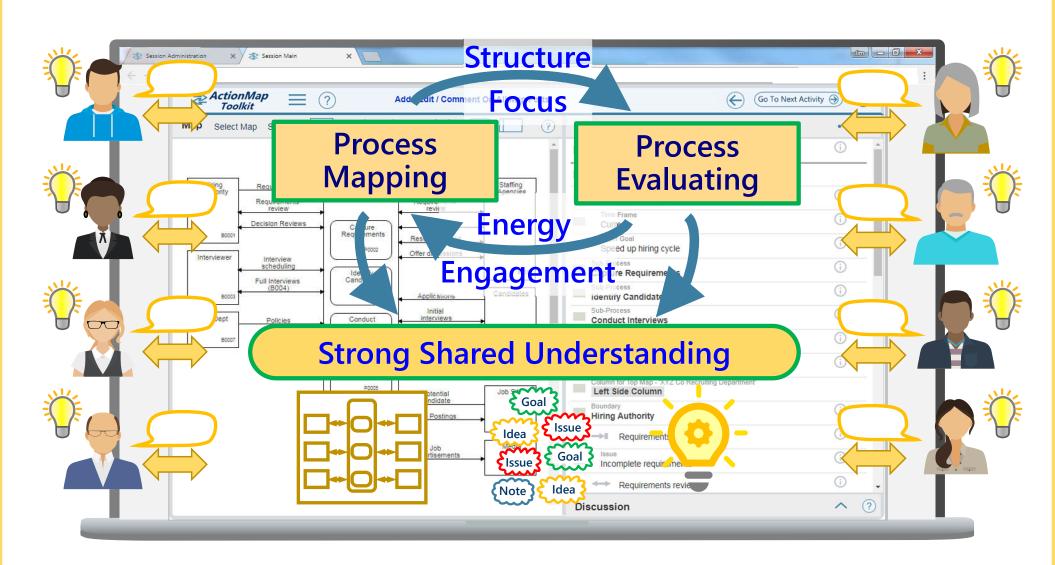
The group workshop software uses a single page layout

that follows a flexible pattern of activities shared via an e-meeting application



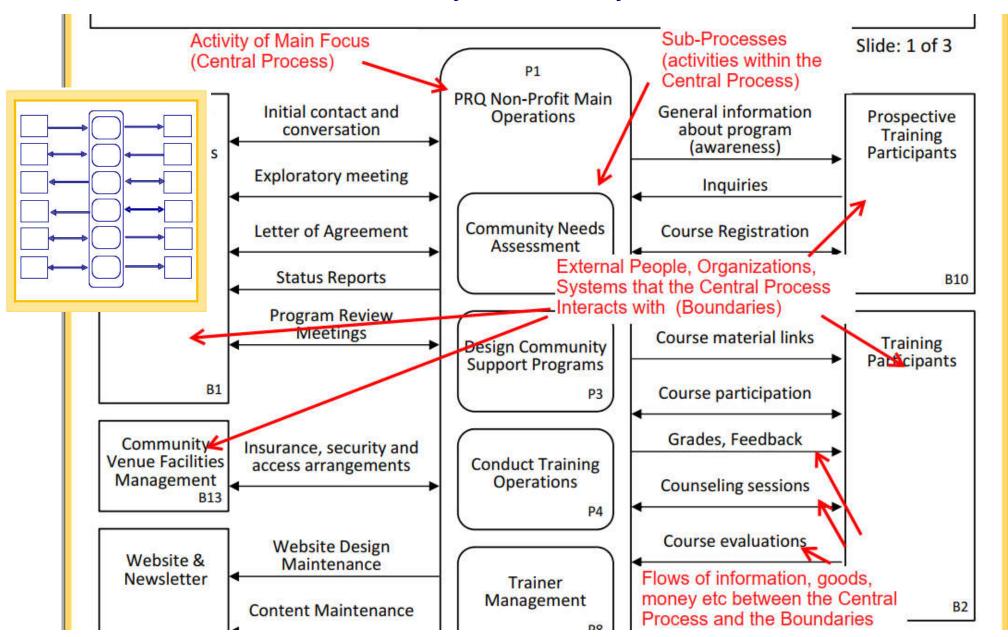


The mapping provides structure and focus while the evaluating provides energy and engagement, working together to rapidly create strong shared understanding of tasks, value and ideas





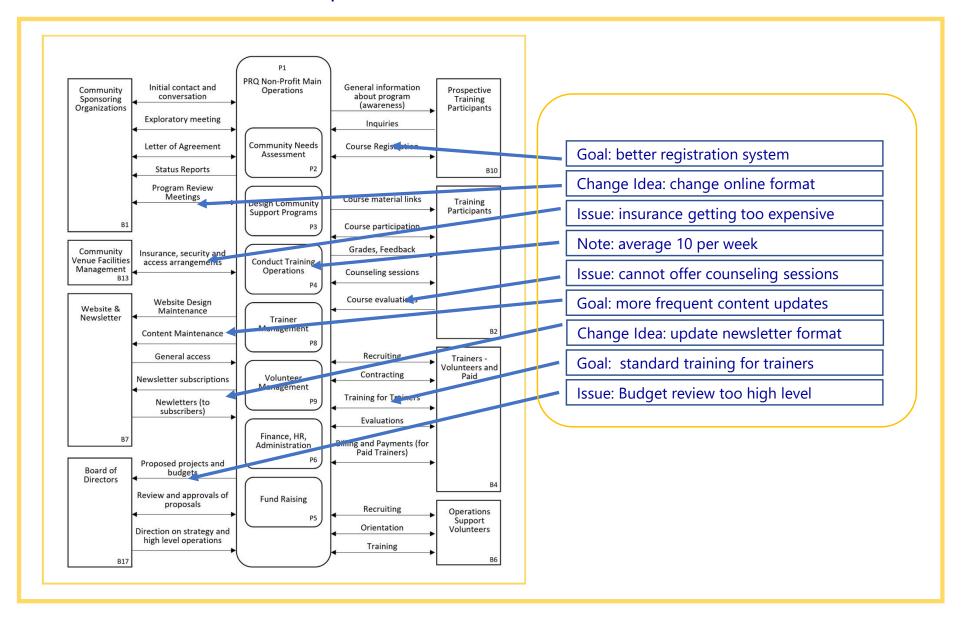
All maps use a standard, fast-to-create and easy-to-follow layout

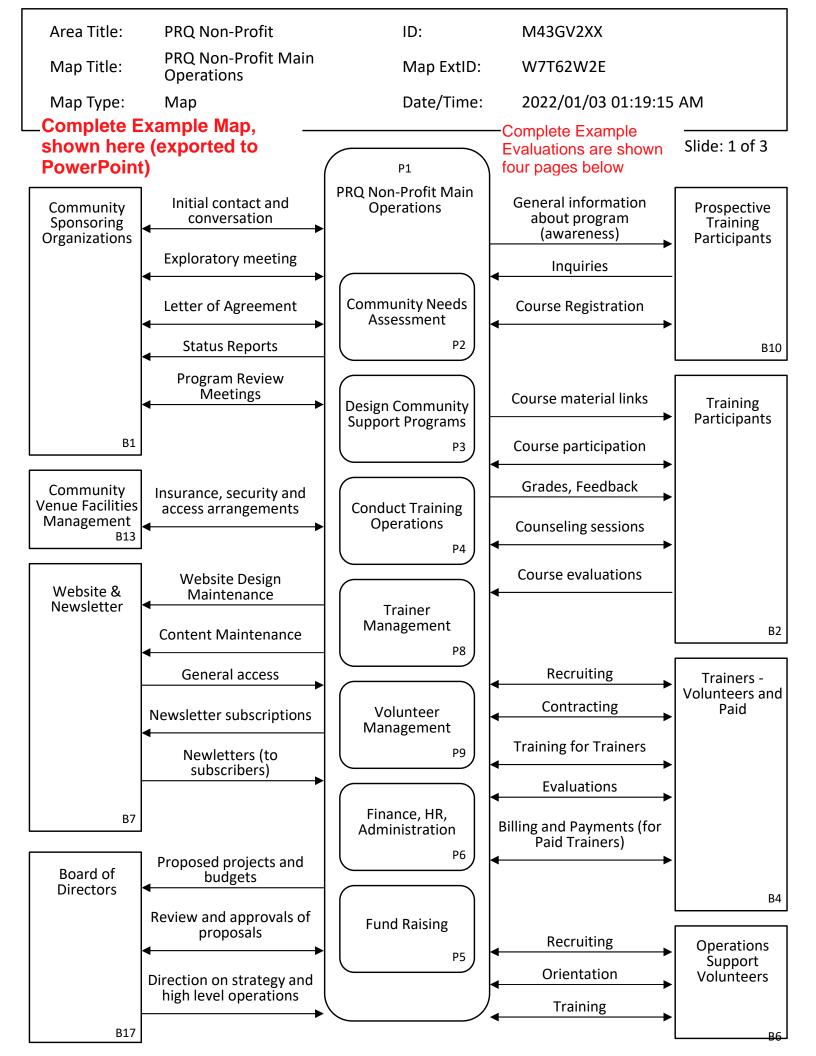


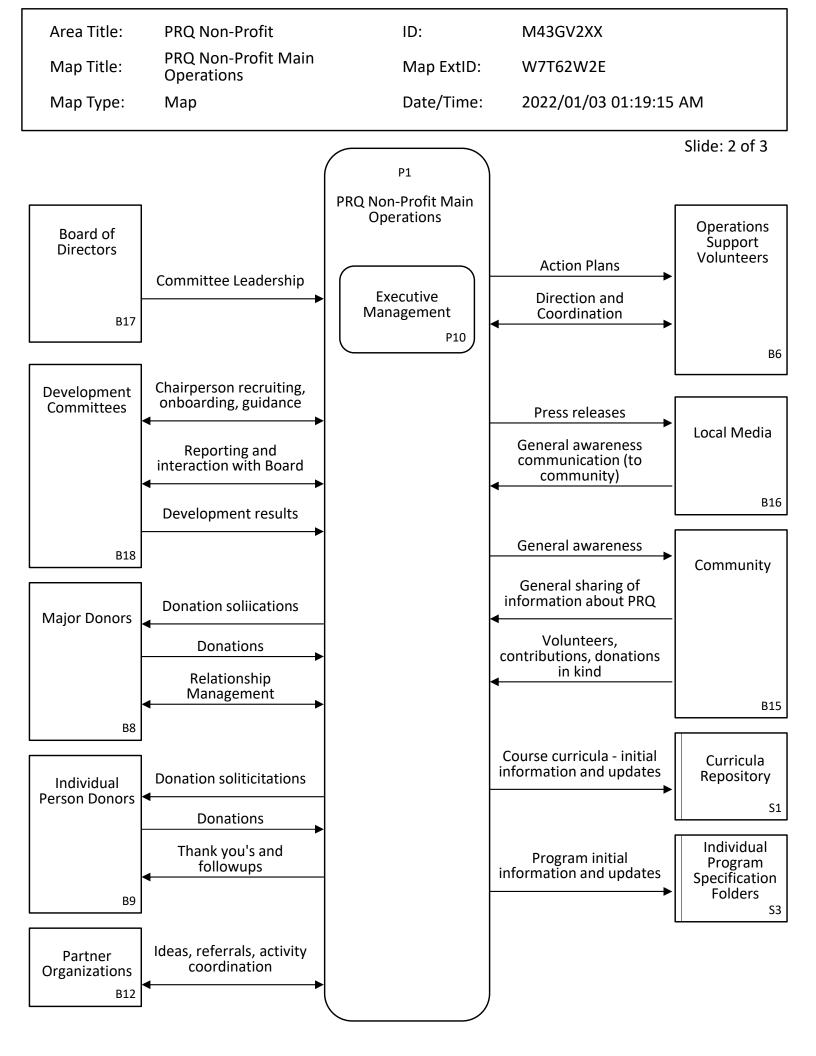


Evaluations and Notes are associated with specific map parts

This helps to maintain focus and concreteness







PRQ Non-Profit Area Title: ID: M43GV2XX PRQ Non-Profit Main Map Title: Map ExtID: W7T62W2E Operations Map Type: Date/Time: 2022/01/03 01:19:15 AM Map Slide: 3 of 3 PRQ Non-Profit Main Operations Job ads Potential Paid Р1 Staff (as job **Applications** Stakeholder candidates) Relationship Stakeholder additions Management Interviews System Hiring and Onboarding interactions Stakeholder information access and updates B11 В5 Supply orders Suppliers Supplies, invoices **Payments** B14

Complete Example Evaluations (exported to Excel)

Map and Plan Area: PRQ Non-ProfitM43GV2XX

Map and Plan Area ID: PRQ Non-Profit Main Operations

Map Title: Map Parts, Evaluations and Notes - Action Plan

List Title: Format2022/01/03 01:19:15 AM

Date/Time:

Flow codes: ==>[]: to Central Process; <==[]: from Central Process; <==>: to/from Central Process

The "List" side of the Main Page shows Map Parts with associated Comments.

Comments are divided into "Evaluations" (Goals, Issues and Change Ideas) and "Notes" (additional information)

Main Text	Detail		Who	Due	Notes	
PRQ Non-Profit Map and Plan Area Name						
PRQ Non-Profit Main Operations Map Central Process						
Major Goal Expand to new geographies		Comments are	captured during	map construc	ction.	
Major Goal Add training courses in new subject areas						
Note Current courses: home finance, food management, "tidying"		_				
Major Issue Transitioning to online still in progress		After the mapping is complete, the Map is reviewed				
Major Change Idea Add new curricula		part by part to capture all Evaluations and Notes that				
Note Ideas: clothing management; vocational training		worksnop partic	cipants can thin	Κ ΟΤ. 		
Community Needs Assessment P2						
Goal Better communication to the communities to solicit needs information		After capture, this outline of map parts, evaluations and notes is exported to Excel, and the "action plan"				
Design Community Support Programs P3		columns (above	e) are added		·	
Change Idea Develop a standard template			İ	Î	į	
Conduct Training Operations P4		The amount of information in this document would be				
Issue Training coordinator is overworked; lack capacity for expansion		typically be cap				
Trainer Management P8			1		1	
Issue No standard approach, currently all 1-1 and ad-hoc		- 	 	 	<u> </u>	
Volunteer Management P9		Ine maps are 6	exported to Pow	erPoint		
Issue Can be very time-consuming		The workshap aeftware "energian" prompts for and				
Note Currently 12 volunteers around HQ and in projects		The workshop software "operator" prompts for and captures the map parts and comments using				
Finance, HR, Administration P6						
Goal More frequent budget review by Board		_procedure.	e-defined questions in a flexible, structuredocedure.			
Note Current is semi-annual		•		1		
Fund Raising P5		The information is atmentioned and formation that will be				
Change Idea Review external fund raising services		The information is structured and formatted with a high degree of automation (no complex graphics arranging is needed.)				
Note Do internet research						
Executive Management P10						
Left Side Column		-Man parts and	comments con	he prompted f	or and	
Community Sponsoring Organizations B1	Map parts and comments can be prompted for and captured at a rate of about one per minute.				<u> </u>	
Issue Limited number of sponsoring organizations						
Note Community colleges, churches, corporations, philanthropies						
<==> Initial contact and conversation						

Goal Interest executive sponsor in the organization			
Note Typically 60 minutes <==> Letter of Agreement Sizes Sometimes is delayed by legal review <== Status Reports Change diea Involve Board members with important relationships Community Venue Facilities Management B13 Community Venue	Goal Find the best executive sponsor in the organization		
c==> Letter of Agreement Issue Sometimes is delayed by legal review c==] Status Reports c=> Program Review Meetings Community Venue Facilities Management B13 cess Insurance, security and access arrangements Gool Move to more on-line Website & Newsletter B7 cess [] Website Boeign Maintenance Gool Update design (seems dated) cess [] Content Maintenance Gool Update more frequently cess [] Content Maintenance Gool Review and improve traffic monitoring cess [] Newsletter subscriptions Gool Increase subscriptions Gool Increase subscriptions sool Increase subscriptions			
Issue Sometimes is delayed by legal review			
Satus Reports			
Cess Program Review Meetings Change Idea Involve Board members with important relationships Community Venue Facilities Management 813 Cess Insurance, security and access arrangements Goal Move to more on-line Website & Newsletter B7 Cess Website Design Maintenance Goal Update design (seems dated) Cess Content Maintenance Goal Update more frequently Cess Content Maintenance Goal Update more frequently Cess Content Maintenance Goal Update was understood in the seed of the see	,		
Change lidea Involve Board members with important relationships			
Community Venue Facilities Management 813 <==> Insurance, security and access arrangements Goal Move to more on-line Website & Newsletter 87 <==[] Website Design Maintenance Goal Update design (seems dated) <==[] Content Maintenance Goal Update design (seems dated) <==[] Content Maintenance Goal Update design (seems dated) <==[] Newsletter subscriptions Goal Increase subscriptions Goal increase subscriptions Mote Current 2500 ==3[] Newsletters its not issued on a regular basis Board of Directors 817 Issue Newsletter is not issued on a regular basis Board of Directors 817 Issue Low attendance at Board meetings Goal DEI for Board <=== Review and approvals of proposals Issue Approvals are sometimes slow in coming =>= Direction on strategy and high level operations =>= Direction on strategy and high level operations =>= Content Current Current Current Committee chairs Development Committees 818 Note Current: Curricula, amaker research, internal procedures <==> Review and approvaling, opboarding, guidance Goal Better documentation on committee chair responsibilities <==> Reporting and interaction with Board Content Curricula, anaker responsibilities			
Insurance, security and access arrangements	Change Idea Involve Board members with important relationships		
Goal Move to more on-line Website & Newsletter B7	Community Venue Facilities Management B13		
Website & Newsletter B7 ==[] Website Design Maintenance Goal Update design (seems dated) ==[] Content Maintenance Goal Update more frequently ==>[] General access Goal Review and improve traffic monitoring ===[] Newsletter subscriptions Goal increase subscriptions Goal increase subscriptions Nate Current 2500 ==>[] Newletters (to subscribers) Issue Newsletter is not issued on a regular basis Sisue Low attendance at Board meetings Goal DEI for Board Ce==[] Proposed projects and budgets Ce==[] Proposed projects and budgets Ce==[] Reviction on strategy and high level operations Sisue Approvals are sometimes slow in coming Sisue Nore engagement of Board with committee chairs Development Committees B18 Note Current: Curricula, market research, internal procedures Ce==> Reporting and interaction with Board	<==> Insurance, security and access arrangements		
<==[] Website Design Maintenance	Goal Move to more on-line		
Goal Update design (seems dated) <==[Content Maintenance	Website & Newsletter B7		
<==[] Content Maintenance	<==[] Website Design Maintenance		
Goal Update more frequently ===[] General access Goal Review and improve traffic monitoring <==[] Newsletter subscriptions Goal increase subscriptions Note Current 2500 ====[] Newletters (to subscribers)	Goal Update design (seems dated)		
==>[] General access Goal Review and improve traffic monitoring <==[] Newsletter subscriptions Goal increase subscriptions Note Current 2500 ==>[] Newletters (to subscribers) Issue Newsletter is not issued on a regular basis Board of Directors B17 Issue Low attendance at Board meetings Goal DEl for Board <==[] Proposed projects and budgets <==> Review and approvals of proposals Issue Approvals are sometimes slow in coming ==>[] Direction on strategy and high level operations ==>[] Committee Leadership Goal More engagement of Board with committee chairs Development Committees B18 Note Current: Curricula, market research, internal procedures <==> Reporting and interaction with Board <==> Reporting and interaction with Board	<==[] Content Maintenance		
Goal Review and improve traffic monitoring ==[] Newsletter subscriptions Goal increase subscriptions New Current 2500	Goal Update more frequently		
<==[] Newsletter subscriptions	==>[] General access		
Goal increase subscriptions Note Current 2500	Goal Review and improve traffic monitoring		
Note Current 2500	<==[] Newsletter subscriptions		
==>[] Newletters (to subscribers) Issue Newsletter is not issued on a regular basis Board of Directors B17 Issue Low attendance at Board meetings Goal DEI for Board <==[] Proposed projects and budgets <==> Review and approvals of proposals Issue Approvals are sometimes slow in coming ==>[] Direction on strategy and high level operations ==>[] Committee Leadership Goal More engagement of Board with committee chairs Development Committees B18 Note Current: Curricula, market research, internal procedures <==> Chairperson recruiting, onboarding, guidance Goal Better documentation on committee chair responsibilities <==> Reporting and interaction with Board	Goal increase subscriptions		
Issue Newsletter is not issued on a regular basis Sara of Directors B17 Issue Low attendance at Board meetings Sara of Directors B17 Issue Low attendance at Board meetings Sara of Directors B16 Sara of Directors B17 Sara of Directors B17 Sara of Directors B18 Sara of Direct	Note Current 2500		
Board of Directors B17 Issue Low attendance at Board meetings Issue Composed projects and budgets Issue Approvals are sometimes slow in coming Issue Approvals are sometimes s	==>[] Newletters (to subscribers)		
Issue Low attendance at Board meetings Goal DEI for Board Call DEI	Issue Newsletter is not issued on a regular basis		
Goal DEI for Board <==[] Proposed projects and budgets <==> Review and approvals of proposals Issue Approvals are sometimes slow in coming	Board of Directors B17		
Proposed projects and budgets Saue Approvals of proposals Issue Approvals are sometimes slow in coming Issue Approvals are sometime	Issue Low attendance at Board meetings		
Review and approvals of proposals Issue Approvals are sometimes slow in coming =>[] Direction on strategy and high level operations =>[] Committee Leadership Goal More engagement of Board with committee chairs Development Committees B18 Note Current: Curricula, market research, internal procedures <==> Chairperson recruiting, onboarding, guidance Goal Better documentation on committee chair responsibilities <==> Reporting and interaction with Board	Goal DEI for Board		
Issue Approvals are sometimes slow in coming	<==[] Proposed projects and budgets		
==>[] Direction on strategy and high level operations ==>[] Committee Leadership Goal More engagement of Board with committee chairs Development Committees B18 Note Current: Curricula, market research, internal procedures <==> Chairperson recruiting, onboarding, guidance Goal Better documentation on committee chair responsibilities <==> Reporting and interaction with Board	<==> Review and approvals of proposals		
==>[] Committee Leadership Goal More engagement of Board with committee chairs Development Committees B18 Note Current: Curricula, market research, internal procedures <==> Chairperson recruiting, onboarding, guidance Goal Better documentation on committee chair responsibilities <==> Reporting and interaction with Board	Issue Approvals are sometimes slow in coming		
Goal More engagement of Board with committee chairs Development Committees B18	==>[] Direction on strategy and high level operations		
Development Committees B18 Note Current: Curricula, market research, internal procedures <=> Chairperson recruiting, onboarding, guidance Goal Better documentation on committee chair responsibilities <==> Reporting and interaction with Board	==>[] Committee Leadership		
Development Committees B18 Note Current: Curricula, market research, internal procedures <=> Chairperson recruiting, onboarding, guidance Goal Better documentation on committee chair responsibilities <==> Reporting and interaction with Board	Goal More engagement of Board with committee chairs		
Chairperson recruiting, onboarding, guidance Goal Better documentation on committee chair responsibilities Reporting and interaction with Board			
Goal Better documentation on committee chair responsibilities <=> Reporting and interaction with Board	Note Current: Curricula, market research, internal procedures		
Goal Better documentation on committee chair responsibilities <=> Reporting and interaction with Board	<==> Chairperson recruiting, onboarding, guidance		
<==> Reporting and interaction with Board			

Issue Development results are slow in coming		 1	1	
ESSENTION Donations Second Donations ESSENT Relationship Management Second Donations Goal Need Board members to interact more with major donors Minimizer of M	Issue Development results are slow in coming			
Donations	Major Donors B8			
Sear Relationship Management	<==[] Donation soliications			
Goal Need Board members to interact more with major donors Board	==>[] Donations			
Individual Person Donors B9	<==> Relationship Management			
Goal Broaden reach to include more diverse segments	Goal Need Board members to interact more with major donors			
Se=[] Donation soliticitations <td< td=""><td>Individual Person Donors B9</td><td></td><td></td><td></td></td<>	Individual Person Donors B9			
=>	Goal Broaden reach to include more diverse segments			
c== Thank you's and followups	<==[] Donation soliticitations			
Gool More consistent effort on this	==>[] Donations			
Partner Organizations B12 Note Churches, corporations, other non-profits: see list	<==[] Thank you's and followups			
Note Churches, corporations, other non-profits: see list <==> Ideas, referrals, activity coordination	Goal More consistent effort on this			
<==> Ideas, referals, activity coordination <td>Partner Organizations B12</td> <td></td> <td></td> <td></td>	Partner Organizations B12			
Potential Paid Staff (as job candidates) B5	Note Churches, corporations, other non-profits: see list			
<==[] Job ads	<==> Ideas, referrals, activity coordination			
Goal Better job descriptions =>[] Applications <==> Interviews Superior of the properties of the	Potential Paid Staff (as job candidates) B5			
=> Applications	<==[] Job ads			
<==> Interviews <==> Hiring and Onboarding interactions Issue Inconsistent onboarding Suppliers B14 <==[] Supply orders	Goal Better job descriptions			
<==> Hiring and Onboarding interactions Suppliers B14 <==[] Supply orders	==>[] Applications			
Issue Inconsistent onboarding	<==> Interviews			
Suppliers B14 Supply orders Suppliers, invoices ==>[] Supplies, invoices Supplies, invoices Supplies, invoices <==[] Payments	<==> Hiring and Onboarding interactions			
<pre><==[] Supply orders =>[] Supplies, invoices <==[] Payments Change Idea Consolidate purchasing Right Side Column Prospective Training Participants B10 []==> General information about program (awareness) Goal More detail about training benefits []<== Inquiries <==> Course Registration Change Idea Streamline registration process Training Participants B2 []==> Course material links <==> Course participation</pre> Supplies, invoices Supplies,	Issue Inconsistent onboarding			
==>[] Supplies, invoices <==[] Payments Change Idea Consolidate purchasing Right Side Column Prospective Training Participants B10 []==> General information about program (awareness) Goal More detail about training benefits []<== Inquiries <==> Course Registration Change Idea Streamline registration process Training Participants B2 []==> Course material links <==> Course participation Supplies, invoices Supplies, invoic	Suppliers B14			
<==[] Payments	<==[] Supply orders			
Change Idea Consolidate purchasing Right Side Column ————————————————————————————————————	==>[] Supplies, invoices			
Right Side Column Prospective Training Participants B10 []==> General information about program (awareness) Goal More detail about training benefits []<== Inquiries <==> Course Registration Change Idea Streamline registration process Training Participants B2 []==> Course material links <==> Course participation	<==[] Payments			
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Goal More detail about training benefits []<= Inquiries <=> Course Registration Change Idea Streamline registration process Training Participants B2 []=> Course material links <=> Course participation	Prospective Training Participants B10			
[]<== Inquiries <=> Course Registration Change Idea Streamline registration process Training Participants B2 []=> Course material links <=> Course participation	[]==> General information about program (awareness)			
<==> Course Registration Change Idea Streamline registration process Training Participants B2 []==> Course material links <==> Course participation	Goal More detail about training benefits			
Change Idea Streamline registration process	[]<== Inquiries			
Training Participants B2 []==> Course material links <==> Course participation				
[]==> Course material links <==> Course participation	Change Idea Streamline registration process			
<==> Course participation	Training Participants B2			
	[]==> Course material links			
Issue Sometimes participation is spotty	<==> Course participation			
	Issue Sometimes participation is spotty			

[
[]==> Grades, Feedback	
<==> Counseling sessions	
[]<== Course evaluations	
Issue Not collecting enough evaluations	
Trainers - Volunteers and Paid B4	
Issue Contention about who should get paid and why	
Note Currently paid trainers are engaged for the more advanced financial	
management course	
Note Volunteer Trainers deliver less complicated courses	
<==> Recruiting	
Goal Broader outreach for recruiting	
Change Idea Try community networking for identifying volunteer trainers	
<==> Contracting	
Change Idea Simplify contract for volunteer trainers	
<==> Training for Trainers	
<==> Evaluations	
<==> Billing and Payments (for Paid Trainers)	
Operations Support Volunteers B6	
<==> Recruiting	
Goal Faster recruitment when they are needed	
<==> Orientation	
Goal More structured orientation	
<==> Training	
Issue Essentially no training at present, all "on the job"	
[]==> Action Plans	
Change Idea Use a standard action plan format	
<==> Direction and Coordination	
Issue Some volunteers are too much work to manage; need to let them go	
sooner	
Local Media B16	
[]==> Press releases	
Goal Initiate contact with local media sooner in the program cycle	
[]<== General awareness communication (to community)	
Community B15	
[]==> General awareness	
Goal Think about other ways to increase awareness of PRQ mission	
[]<== General sharing of information about PRQ	
[]<== Volunteers, contributions, donations in kind	

Curricula Repository S1		
[]==> Course curricula - initial information and updates		
Change Idea Migrate to new platform		
Individual Program Specification Folders S3		
[]==> Program initial information and updates		
Stakeholder Relationship Management System B11		
Change Idea Acquire more capable CRM system		
Note Current Excel-based		
[]==> Stakeholder additions		
<==> Stakeholder information access and updates		