

	COMMUNITY FOCUS GROUPS	INTERVIEWS	BUREAU FOCUS GROUPS	PUBLIC MEETINGS	PAPER COMMENT CARDS	BUREAU SURVEY	COMMUNITY SURVEY
PROMOTION	<p><b>WHO:</b> JLA identifies with input from steering committee, JLA invites</p> <p><b>WHAT:</b> Targeted email and in-person invitations to community groups</p>	<p><b>WHO:</b> PPB identifies participants, Coraggio invites</p> <p><b>WHAT:</b> Personal email invitations</p>	<p><b>WHO:</b> PPB identifies participants, Coraggio invites</p> <p><b>WHAT:</b> Small group email invitations</p>	<p><b>WHO:</b> PPB</p> <p><b>WHAT:</b> Published on website, social media, press release</p>	<p><b>WHO:</b> PPB</p> <p><b>WHAT:</b> Comment cards available at all precincts</p>	<p><b>WHO:</b> PPB announces, Coraggio invites</p> <p><b>WHAT:</b> Email invitation to all employees, link on intranet, and roll call announcements</p>	<p><b>WHO:</b> PPB and Coraggio</p> <p><b>WHAT:</b> Link to survey published on website, social media, press release. Targeted social media campaign to underrepresented geographies</p>
COLLECTION	<p><b>WHO:</b> JLA</p> <p><b>WHAT:</b> 90-minute in person focus groups. Typed or hand written meeting notes</p>	<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> 60-minute one-on-one interviews in person or via phone. Typed or handwritten notes</p>	<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> 90-minute in person focus groups. Hand written meeting notes</p>	<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> 90-min in person public meetings: World cafe to gather input/insights</p>	<p><b>WHO:</b> PPB</p> <p><b>WHAT:</b> Individual community members complete comment cards and drop in collection box</p>	<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> Mobile friendly online survey</p>	<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> Mobile friendly online survey</p>
COMPILATION	<p><b>WHO:</b> JLA</p> <p><b>WHAT:</b> Meeting notes transcribed and themed in shared Excel workbook</p>	<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> Anonymized interview notes transcribed and themed in shared Excel workbook</p>			<p><b>WHO:</b> PPB</p> <p><b>WHAT:</b> PPB staff transcribes comment cards into stand-alone Excel workbook</p>	<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> Survey responses anonymously stored in secure online database</p>	
ANALYSIS		<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> Identify major themes and unattributed key quotes in Excel workbook</p>				<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> Quantitative analysis, identify major themes and unattributed key quotes in Excel workbook</p>	
REPORTING		<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> Detailed report of all outreach including quantitative data, themes and illustrative quotes in PowerPoint</p>					<p><b>WHO:</b> Coraggio</p> <p><b>WHAT:</b> Summary report of key insights including quantitative data, themes and illustrative quotes for public distribution in PowerPoint</p>

**KEY**

**PPB**  
Portland Police Bureau

**JLA**  
JLA Public Involvement

**Coraggio**  
Coraggio Group