

Appendices

APPENDIX V: Time and Materials Budget for Implementing the Self-Assessment

Staff Survey

The Toolkit was pilot tested at the City of Berkeley Public Health Division (BPHD) in 2008. The 100 staff of the CBPHD and approximately 50 collaborating partners were invited to participate in the Self-Assessment. To account for the time involved in developing and modifying the implementation process, time estimates for each step in the Self-Assessment are provide in number of hours only and not across a time-span.

The table below shows the estimated investment required for implementing the Staff Survey.

Survey Implementation Task	Who	Estimated Staff Time
Convening Implementation Team	Leadership and Selected Staff	5–10 hours per person
Communicating with Staff	Leadership, Implementation Team and Managers	5–10 hours per person
Managing Survey	Selected Implementation Team Member	8–12 hours
Completing the Survey	All Staff	20–45 minutes per person
Data Management and Analysis	Analyst	10–15 hours for data management; 15–40 hours for data analysis, including qualitative analysis. This may vary depending on the number of survey participants.

Additional Resources Needed:

- Subscription to online survey tool
- Computer access for all staff
- Optional: Consultant for survey administration and/or data analysis

Community Partner Survey

The table below shows the estimated investment required for implementing the Collaborating Partner Survey.

Survey Implementation Task	Who	Estimated Staff Time
Convening implementation team, Survey Preparation	Leadership and Selected Staff	2–5 hours per person
Identifying and Communicating with Partners	Leadership, Implementation Team, and Managers	2–8 hours per person
Managing Survey	Selected Implementation Team Member	8–12 hours
Completing the Survey	Selected Partners	15–25 minutes per partner
Data Management and Analysis	Analyst	6–8 hours for data management; 10–12 hours for data analysis, including qualitative analysis. This may vary depending on the number of survey participants.

Additional Resources Needed:

- Subscription to online survey tool
- Optional: Consultant for survey administration and/or data analysis

Staff Focus Groups

The table below provides an estimate of the investment required for implementing the Staff Focus Groups.

Focus Group Implementation Task	Who	Estimated Staff Time
Reviewing focus group protocol and customizing to reflect survey findings and LHD priorities	Facilitator, with assistance from Implementation Team member	10 hours
Selecting and Scheduling Staff	Facilitator, with assistance from Implementation Team member	1 hour to manage and randomize staff lists; 2 hours to schedule
Preparing for and Facilitating Focus Groups	Facilitator	2 hours per focus group, plus travel time if necessary
Participating in the Focus Group	Selected Staff	90 minutes
Qualitative Data Analysis	Analyst/Consultant	15-20 hours. This may vary depending on the number of focus groups conducted

Additional Resources Needed:

- Private meeting room, possibly off-site (but nearby), in which to conduct the focus groups.
- Refreshments for participants.
- *Optional:* Digital recorder to record interviews and funds for a professional transcription service.
- If not trading facilitation services with a colleague organization/neighboring LHD: funds to secure a consultant to facilitate the focus groups and analyze the data.

Management Interviews

The table below shows the estimated investment required for implementing the Management Interviews.

Management Interviews Implementation Task	Who	Estimated Staff Time
Reviewing interview protocol and customizing to reflect survey findings and LHD priorities	Leadership and Implementation Team	5 hours
Selecting and Scheduling Staff	Facilitator, with assistance from Implementation Team member	1 hour to manage and randomize staff lists; 2 hours to schedule
Preparing for and Conducting Interviews	Facilitator	1 hour per interview, plus travel time if interviews are in-person
Participating in the Interview	Selected Management Staff	1 hour
Qualitative Data Analysis	Analyst/Consultant	10–12 hours

Additional Resources Needed:

- Private meeting room/office, possibly off-site (but nearby), in which to conduct the interviews, if desired. Interviews can also be conducted over the phone.
- *Optional:* Digital recorder to record interviews and funds for a professional transcription service.
- If not trading interview services with a colleague organization/neighboring LHD: funds to secure a consultant to conduct the interviews and analyze the data.