

## Planning Committee Meetings – weekly 2 hour meeting

### Suggested Agendas

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Welcome and introductions	Guest speaker from existing PFAC	Patient Journey Exercise(defines potential scope)	Vision and Mission Statement Creation	Define Goals and Resp	Review Steering Committee meeting	Define recruitment and interview process	Review outstanding to do's
Review PFAC concepts	Develop operating agreement	Review Stakeholder Analysis/add new stakeholders	Brainstorm ideas for goals and metrics	Review Readiness Assessment	Review bylaws/structure	Ideas for educational plan for staff	Present final PFAC proposal
Goals of planning committee	Review org\department structure	SEE Hear Feel Exercise for vision	Begin creating PFAC brochure	Prep for Steering Committee Presentation		Complete PFAC brochure	Invite leadership for celebration
View family-centered video	Define patient population	Define Vision Statements	Review homework*				
Review timeline and schedule		Assign homework*					

#### \* Homework:

- Planning committee members email sample vision statements to liaison
- Patients and families start working on short bio an answer question, “what is the value of a PFAC?”

#### PFAC STEERING COMMITTEE COMMUNICATION

Recommend touching base with your steering committee three times during the planning stages of PFAC journey .

1. Prior to beginning the planning meetings.
2. Midway through the planning committee phase (can do this via email).
3. After planning committee finalizes the PFAC proposal.

The role of the steering committee should be re-evaluated after the PFAC proposal is finalized.

