

## Pre-Planning Checklist

Activity	Owner	Target Date	Completion Date
Determine leader who will ensure the initiation and continued success of the PFAC.			
Form a steering committee composed of leadership, physicians and front-line staff.			
Select a coordinator/liason for the PFAC.			
Identify key stakeholders.			
Conduct research on patient and family advisory councils and patient and family-centered care.			
Gather and distribute informational articles about PFAC.			
Create a Business Case/Charter for PFAC.			
Contact peers who have been involved in creating a PFAC (see contact list in Resources).			
Select patients, families and staff to be part of the planning committee (utilize current hospital volunteers, ask for names of potential candidates from staff).			
Recruit patients, families and staff for the planning committee, inform them of dates/times of meeting.			
Perform readiness assessment with hospital staff.			
Recruit members for steering committee and meet at least 1 time with steering committee during pre-planning phase.			
Obtain commitment of funds for supplies, copying, manuals and refreshments for meetings.			
Obtain a commitment for meeting space for weekly planning committee meetings.			
Start recruitment of patients and families to the PFAC.			
Prepare for acceptance planning.			