



Dear (_____),

I am delighted to be able to implement PROGRES (the Program for Organizational Growth, Resilience and Sustainability) with your team. I would like to begin work on Monday (Date), at which time I would like to meet with the entire team to go through the purpose, objectives and process for the assessment as well as finalize the agenda to ensure it fits with everyone's schedules. This would only take an hour. After that, I will meet with individual (____) staff to complete the assessments for each domain. You will see on the agenda I scheduled 2 domains in the morning and 2 in the afternoon. The assessments will take between 1-2 hours each depending on the data you have readily available.

To prepare for the assessment, I have attached a list of illustrative documents we will most likely need to complete the assessments for each domain. You might not have all of these documents, or they might be called something different, but it would be great if you could take a look at the list and start compiling the documents you feel we will need to complete the assessments. If this process is done well ahead of time, we will be able to get through the assessments fairly quickly once I am there.

After the assessments are completed I will need the (____) team to meet for 1-2 hours to go over the results of the assessment and to ensure everyone is in agreement with the ratings that were selected for each domain. During this meeting we will also select the domains your organization would like to focus on for improvement over the next year. On Friday, we will then work to develop the 1 year action plan. That should take between 1-2 hours and might not require the entire team depending on what domains you select for improvement.

Please let me know if this agenda will work for you. I wanted to send it to you all ahead of time so you could try to free up your schedules as much as possible for the week I am there. I am very flexible and can work around your schedules as best as possible.