Blank Worksheet 2: Site Visit Worksheet

Date of Visit:

Outreach Partners:

Target Community:

Primary Contact(s):

Activities:

# Who are the primary contacts and key stakeholders for the project?

Who has the authority to make priorities and enforce plans?

Who is the best day-to-day contact (the person who is there frequently and returns phone calls)?

Who seem to be the potential innovators and early adopters?

Who will be the opinion leaders for your resources?

# Resources and assets

How do different groups in the community respond to learning about your online resources?

Can you identify possible co-facilitators whom you will train to help you with outreach activities?

Did the people you talked to seem to offer advice on how to involve the community? Did they have ideas of where your online resource could be taught?

# Current status of health information access

How are community members now getting health information?

How do they feel about the quality of the information they get?

Will the resources you are introducing be better or more difficult to use compared with their different approaches?

# Current status of computer experience

What groups are experienced with computers and the Internet?

What groups are learning to use the computer?

What groups are likely to have a difficult time using the computer or the Internet?

Are there other community members who can help them?

# Level of computer access

Where can community members get computer access?

How many have access from home?

Describe any technology centers available to the community.

Is there any type of training or assistance to residents who want to use the computers?

# Describe other aspects of the community that might affect the outreach project

What do both partners have to offer?

Is either partner in the collaboration attempting to secure funding?

What is needed for outreach to occur?

Do you foresee any challenges to completing an outreach project here?