

2022 - 2023

*When you don't have the capacity to do it yourself, make sure you find...*

*the right people,*  
(16 Point Compass Consulting)

*in the right time,*  
(now)

*doing the right things,*  
(the things you need done)

*for the right reasons*  
(to support your success)

*...to do it for you.*

# Capacity Projects Catalogue



Let 16 Point Compass help you find your way

[www.16PointCompass.com](http://www.16PointCompass.com) | 813.727.1707 | [nortiz@16pointcompass.com](mailto:nortiz@16pointcompass.com)

The following is a brief list of already existing Capacity Projects **16 Point Compass Consulting** offers that can be tailored to your specific organizational need and sorted by departmental category. This is not an exhaustive list but simply a demonstration of the varied specialties and project selections we have recently completed.

Additionally, **16 Point Compass Consulting** can create specialized capacity projects that follow a current organizational framework, programmatic methodology, project guidelines or falls under existing institutional infrastructure.

## Program Specific

- Programmatic Narrative Outline
- General Reporting Documents
- Programmatic Timeline using a Gantt or other visual
- Theory of Change Statement
- Program and/or Department Budget
- Employ Multi-media Documentation
- Program Data/Impact Narrative
- Create a program manual and/or guidebook
- Social Determinants of Health on your programs
- Program Predictive analysis based on previously captured data
- Visual Data Dashboards
- Letters of programmatic and/or agency support
- Submission and reporting forms

## Project Management

- Weekly or monthly project progress Update
- Effective Progress dashboards

## Evaluation | Data

- Basic Evaluation Templating
- Research Methodology
- Data Management Guidebook
- Program Data Monthly Report template

## Staff | Teams

- Relationship Advantage
- Qualitative and quantitative Performance Review
- Working group development and implementation
- Effective team building strategies
- Position descriptions
- Weekly staff update via online survey

## Organization

- Map out department support functions
- Org/Program/Department Logo
- Present agency data through engaging PowerPoint presentations
- Develop and implement a Strategic Plan
- Establish an internal communications strategy
- Create and agency-wide limited police interactions statement

## Operations

- Emergency Operations Plan
- Incident Reports
- De-Escalation Training
- Spacing Layout & Design with Visuals
- Emergency Management Fundamentals
- Emergency Staff Cascade & Communications Plan
- Emergency Operations Plan
- Emergency Operations Mapping
- Fleet Safety Checklist
- Operations Inspection Checklist
- Emergency Station Development
- Emergency Management Team
- COOP Plan

## Community

- Client engagement Plan
- Community Engagement Information
- Creation of a Speakers bureau
- Community Demographics Map of Constituents, Partners, Clients, Service Area
- Community Participatory Facilitation
- Community Survey Development & Implementation
- Online Resources Survey
- ¼ Page Resources Booklet
- Relationship Management Documents
- Partnership Development Process with templated forms and letters



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