Facilitator Goals	Meeting Sequence	Products
Phase One		
Assist organization: ensure participation	• **Pre-involvement**	Stakeholder groups
Build commitment: program organization and benefits, motivations and desired outcomes	• **Meeting One**	List of motivations by rank and program performance measures
Phase Two		
Define needs: community action process	• **Meeting Two** – **Meeting Two-A**	
Assist organization: plan with LA	– **Transportation Meeting**	Long-term transportation plans from DOT
Establish goals and visions: articulate desired changes and opportunities, evidence of a successful plan	• **Meeting Three**	Inventory maps
	• **Meeting Four**	Vision statement and concept map
Phase Three		
Assist organization: plan with LA	• **Meeting Five**	
Facilitate process	• **Meeting Six**	Concept plan
Facilitate process	• **Meeting Seven**	Presentation boards
Assist organization: conduct exit interview with LA	• **Meeting Eight**	Phasing plan, cost estimates, feasibility report
Phase Four		
Develop strategies: focus on implementation methods	• **Meeting Nine**	Implementation plan
Develop strategies: focus on sustaining action	• **Meeting Ten**	Progress plan