

**Steps in Organizational Assessment (OA) & Discovery Sessions (DS)**

	<b>General</b>	<b>OA</b>	<b>DS (or whatever name we choose)</b>
1. Interview with NSP staff and organization completes application	To determine eligibility and explain two options available. With organization, determine which, if any process is aligned with organization's need.		
2. Match consultant	NSP assigns consultant, informs organization, sends material to consultant		
3. Consultant conducts pre-interview with organization	Consultant reviews process, identifies reasons for process and explains logistics (number of meetings, participants etc.)		
4. Sessions (in-person or virtual)		OA currently has two, 2 or 2.5-hr. sessions (and optional 3 <sup>rd</sup> session post-report)	DS currently has between 1-2 sessions, 1.5-2 hrs. ea. with an optional 1 hr. follow-up
5. Final Report	Summary and recommendations. Resources that the organization may find useful may be sent or links to same included on slides/with narrative	PowerPoint or narrative (if consultant prefers)	Brief narrative (2-3 pages) or PowerPoint
6. Post-report session	Optional but recommended	One session to review/discuss report (sent prior to session)	One session to review/discuss report (sent prior to session)
7. Final version of OA report submitted to NSP	Consultant submits report to NSP at end of OA but DS report is not reviewed by program officer prior to distribution to organization.		