

SAMPLE INITIATIVE INVENTORY PROCESS ORGANIZATION TABLE

| Initiative Inventory Coordinators | Name | Position |
|-----------------------------------|------|----------|
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|---|--|
| Purpose of Inventory and Desired Outcomes | |
|---|--|

| Other Roles | Name | Position |
|--------------------|------|----------|
| Facilitator: | | |
| Note-Taker: | | |
| Technology Leader: | | |
| Respondents: | | |
| | | |
| | | |
| | | |
| | | |

| Target Dates: | Completion of Inventory | Use of Inventory |
|---------------|-------------------------|------------------|
| | | |

| Actions Needed | By Whom | By When | Resources Needed |
|----------------|---------|---------|------------------|
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Source: National Implementation Research Network (2020).

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