

NCBA Departmental Team Worksheets

Department Meetings / White Paper Training — August 22, 2026. Complete Worksheet 1 before your first outreach email; bring Worksheet 2 to every department meeting; use Worksheet 3 when you sit down to write.

Worksheet 1 — Know Your Department

One per department. Fifteen minutes with the sources from the training gets most of this filled in.

Item	Your notes
Department name	
Team members (and who is lead)	
General Manager / top official	
Current-year budget appropriation	
Authorized positions (and vacancies if known)	
Mission in one sentence	

Digging deeper

Three recent news items or developments about this department:

Recommendations from the most recent White Paper report on this department, and what happened to them:

Concerns your Neighborhood Council or stakeholders have raised that touch this department:

Three questions your team most wants answered:
