

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:

Worksheet 2 — Meeting Setup and Prep

Getting the meeting

Contact	Title	Email / phone	Date reached	Response

Proposed meeting dates offered:

Team roles for the meeting

Role	Name
Lead / opens and closes	
Note taker	
Timekeeper / question tracker	

Questions sent ahead (aim for five)

Remember the question that opens doors: "What do you need to do the job effectively?"

After the meeting (same day if you can)

What we learned that we did not know before:

What surprised us:

Follow-ups promised, by whom, and by when:

Housekeeping	Done?
Thank-you email sent to the department	
Notes shared with full team	
Follow-up meeting needed?	

Worksheet 3 — From Notes to Report

The White Paper report skeleton. Draft each block in plain language; polish comes in editing.

Section	Your draft notes
Department overview (2-3 sentences)	
Budget snapshot (appropriation, trend, key line items)	
Staffing picture (positions, vacancies, impact)	
Key issue 1	
Key issue 2	
Key issue 3	
What the department says it needs	

Recommendations (three, each one testable)

#	Recommendation	Why it matters / cost impact
1		
2		
3		

Sources

List every document, meeting, and article you relied on. Fact-check every number before submission.

Formatting reminders: follow the standard report template, US English, Oxford commas, cite the budget year for every dollar figure, and send your draft to the Editor by the deadline announced this fall.