

# Digest Table of Contents

Creative Initiatives Associates are required to use the CIF Digest Template on CD-ROM and CIF's preprinted cover and dividers when producing the digest.

The template includes the following sections

## 1. INTRODUCTION

- 1.1 Organisation profile
- 1.2 Major issues
- 1.3 Stakeholder expectations

## 2.0 WORKSHOP APPROACH

- 2.1 Summary of information-gathering techniques and workshop preparation
- 2.2 Workshop follow up
- 2.3 Modifications to the workshop approach

## 3.0 WORKSHOP DETAILS

- 3.1 Dates, times, and venue
- 3.2 List of participants
- 3.3 Workshop agenda

## 4.0 PRE-WORKSHOP DATA

- 4.1 Summary of data collected
- 4.2 Summary of issues and problems

## 5.0 WORKSHOP OUTPUTS

- 5.1 Consensus about the current state
- 5.2 Discussion and outputs relevant to the current vision
- 5.3 Desired future state
- 5.4 Gaps between the current and desired future states
- 5.5 Prioritized gaps between the current and desired future states
- 5.6 Creative initiatives to close most significant gaps

## 6.0 WAY FORWARD

- 6.1 Workshop follow up

## APPENDIXES:

- A. Interview and survey questionnaire
- B. Workshop Handbook