

Attachment 1, Census Address Summit Agenda  
 Thursday, September 8<sup>th</sup>, 10:30am Address List Building  
 Small Group Break Out Session Worksheet

<p><b>Group #: 3</b></p>	<p><b>Group Members:</b></p> <p>Michael Vanhook, Walter Schwarm, Donald Dittmar, Stuart Irby, Rob Surber, JP Hussey, Saskia Thompson, Saskia Cohick</p>
<p><b>Development of an Address List</b></p>	
<p>1. What are the critical considerations when beginning development of an address list:</p> <ul style="list-style-type: none"> <li>• Partnerships – groups of people that can develop list</li> <li>• Interoperability</li> <li>• Standards, best practices</li> <li>• How will it be updated/maintained?</li> <li>• How many data elements will you store?</li> <li>• Who is paying for it?</li> <li>• Who will use it?</li> <li>• Develop a good business process</li> </ul>	
<p>2. What are some of the <i>greatest challenges</i> with developing an address list from scratch:</p> <ul style="list-style-type: none"> <li>• Politics</li> <li>• Interoperability</li> <li>• Developing a strong governance process</li> <li>• Getting the right team</li> <li>• Executive buy-in</li> <li>• Building a repeatable process</li> </ul>	
<p>3. What are some of the <i>best practices</i> for developing an address list from scratch:</p> <ul style="list-style-type: none"> <li>• Business Case</li> <li>• Uses</li> <li>• Strong executive sponsorship</li> <li>• Build consensus and buy-in</li> <li>• Take cues from local government</li> <li>• Flexibility</li> <li>• Governance process – designated leadership</li> <li>• Data sharing agreements</li> <li>• Simple change management process</li> </ul>	

4. How are the following utilized when developing an address list from scratch:

a. Standards:

- **Data Stewards. Change management**

b. Standardization :

- **Metrics, use of quality indicators, process for exceptions, change management process**

c. Partnership:

- **Governance plan, marketing plan, communication plan**