What is a Design Alert?

- A free follow-up, consultative service to anyone who has completed the Compression Planning Institute.
- Special help is provided in all phases of a Compression Planning Session. Help in the Design of a session is most frequently requested
- A McNellis Compression Planning Specialist will contact you within 24 hours after your Design Alert is received

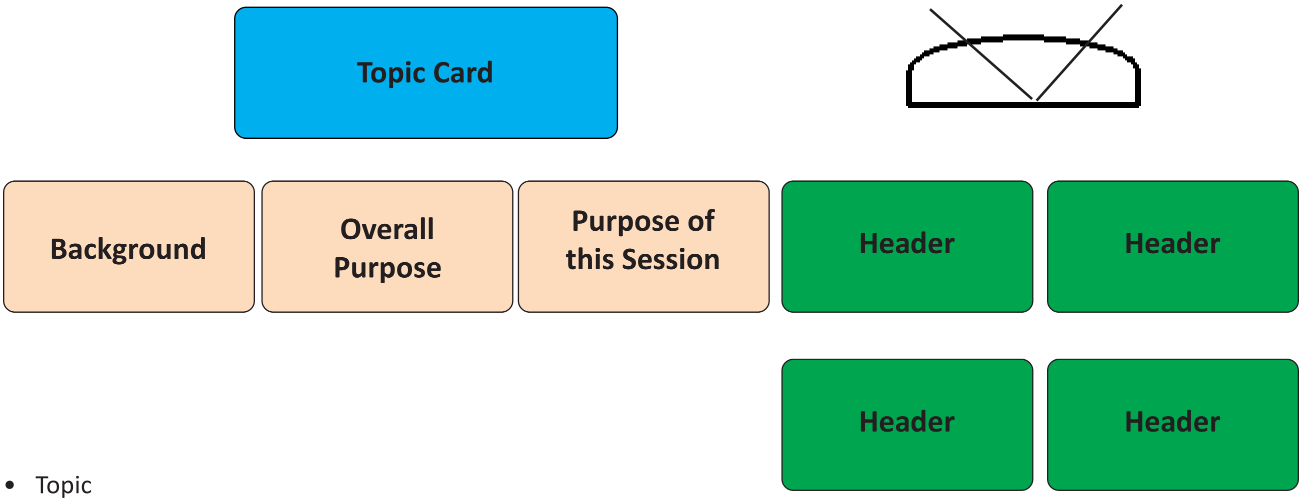
When you need help

- Call 724-847-2120 and tell us that you have a Design Alert
- If you want to talk with a particular Compression Planning Specialist, feel free to request their help
- Before calling, complete a design form so that you are prepared to share the information
- We request that you E-mail or FAX your design to one of our Compression Planning Specialists, along with a statement of what assistance you need
- After studying your design, the Specialist will call and talk through the project with you

Points to remember

- Allow as much lead time before your session as possible
- Tell us if you need help immediately. Sometimes travel schedules make it difficult for a Compression Planning Specialist to reach you in less than 24 hours, but we will do our best to handle your request
- Make yourself accessible for our response. Leave your work and home telephone numbers and the best time to call at each location. Notify work colleagues we will be calling and alert them to help us reach you

Information needed when you send your Design Alert



- Topic
- Background (list it out)
- Overall Purpose
- Purpose of this Session
- Non-Purpose of this Session
- 3-5 Headers
- Permission Meter

- Date of Session
- Time frame of Session
- Number of participants

- Client

- Your:
  - Name
  - Office phone number
  - Home phone number
  - Email
  - FAX number
  - Cell Phone
  - Best time to reach you

Reflections on the countless Design Alerts I've personally done over the years - by Jerry McNellis

Don't ever feel you are imposing. We love doing them and I believe it makes our teaching and assistance stronger..

The first things I check are...
1. How specific is the Overall Purpose. Is it measurable, quantifiable or verifiable? If it isn't, we discuss ways of tightening it.

2. Then I go to the Purpose(s) of the Session and ask the same questions: are they measurable, verifiable and quantifiable.

3. Then I check your number of participants and length of the session. I want to make sure the amount of work expected from the session, the number of people and the number of Headers are reasonable.

4. Normally people want feedback on their Headers. I frequently suggest fewer Headers - 3-5 or less for many issues that are being addressed in less than 2 hour sessions. Longer sessions are an entirely different issue.

KISS IT - *I try to help people simplify their designs.*

HEADERS
The language in the Headers is also something I review. Is it too complex, full of jargon or in/out of alignment with the Purpose(s) of the Session?

Are the Headers stated so they will actually deliver the Purpose of the Session? Sometimes people have interesting Headers but they won't deliver the expected outcomes. There needs to be a logical fit to all of these elements.

PERMISSION METER
I check the permission meter to see the connection between the specific Purpose of the Session and the headers - is there alignment?

MISC.
After taking notes, we call you and discuss your design.

At times we do design alerts by e-mail. Pat McNellis does a lot of them this way and then will follow-up with a phone call.

All of us have different styles but follow the same basic procedure.

My style is to use a Design Alert as a coaching experience for you and a learning one for me. I nit pick designs in a way facilitators seem to really appreciate.

My intention is to give extremely specific feedback of a positive nature and to point out areas for improvement.

Just pointing out flaws isn't our approach. I think it is important you know specifically what we think you are doing right.