

Nutrition and Physical Activity Plan Template

See the “Nutrition and Physical Activity Plan Template Instructions” for guidance in using this template.

INTRODUCTION

Acknowledgements

Thank everyone involved in developing the plan. See page 1 of the Template Instructions for more guidance.

Table of Contents

Start the Table of Contents on a new page. See page 2 of the Template Instructions for more guidance.

Executive Summary

Write a one- to five-page summary of what is in your plan. See pages 2 and 3 of the Template Instructions for more guidance.

Endorsements

List the people and organizations that endorse your plan. See page 3 of the Template Instructions for more guidance.

BACKGROUND INFORMATION

Context Setting

Describe the historical, sociological, medical, and/or geographic context for the proposed program. See page 4 of the Template Instructions for more guidance.

Community Description

Describe in the most human terms possible what your community is like. See pages 4 and 5 of the Template Instructions for more guidance.

Community Assessment Results

Present the information you gathered in your community assessment. Include facts and figures, perceptions and opinions, and information on the existing resources, services, and environment. See pages 5 and 6 of the Template Instructions for more guidance.

Community Assessment Process

Describe how you carried out the community assessment. See page 6 of the Template Instructions for more guidance.

PROGRAM DESCRIPTION

Narrative Summary

Write a narrative overview of your program. See page 6 of the Template Instructions for more guidance.

Goal and Objectives List

List your health goal and objectives. See page 6 of the Template Instructions for more guidance.

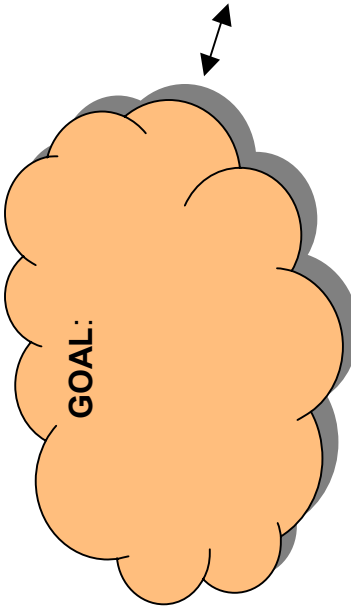
Program Planning Process

Write an overview of the process you followed to create the program plan. See page 6 of the Template Instructions for more guidance.

Program Work Plan

These elements of the work plan are generally handled in a table or an outline format. The next five pages have blank work plan templates. See pages 7 through 10 of the Template Instructions for more guidance.

Program Work Plan



Outcome Objective:

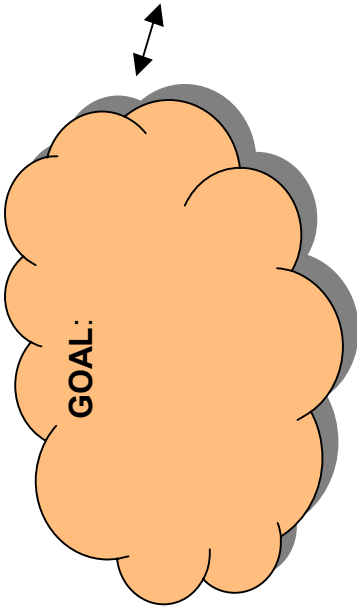
Process Objective: _____

Strategy: _____

Action Steps	Due Date	Agency Responsible	Resources Required

How would you monitor and evaluate the strategy and/or action steps?

Program Work Plan



Outcome Objective:

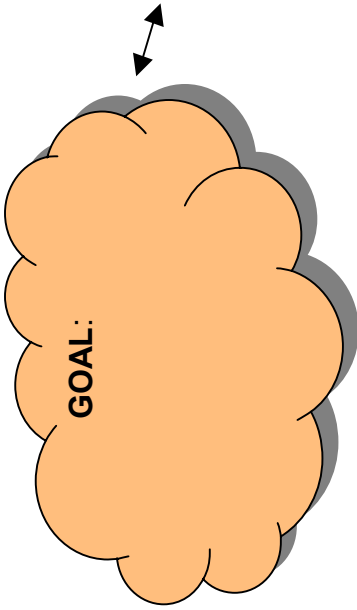
Process Objective: _____

Strategy: _____

Action Steps	Due Date	Agency Responsible	Resources Required

How would you monitor and evaluate the strategy and/or action steps?

Program Work Plan



Outcome Objective:

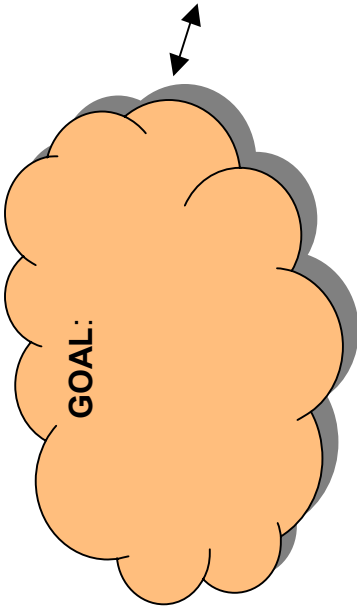
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Strategy: _____

Action Steps	Due Date	Agency Responsible	Resources Required

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Program Work Plan



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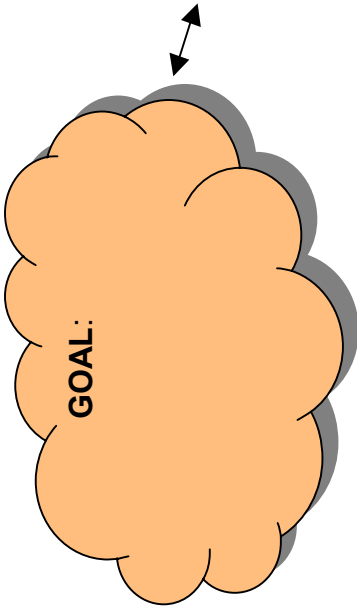
Process Objective: _____

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Action Steps	Due Date	Agency Responsible	Resources Required

How would you monitor and evaluate the strategy and/or action steps?

Program Work Plan



Outcome Objective:

Process Objective: _____

Strategy: _____

Action Steps	Due Date	Agency Responsible	Resources Required

How would you monitor and evaluate the strategy and/or action steps?

Research Basis

List the research that your program is based on. See page 10 of the Template Instructions for more guidance.

EVALUATION

Program Impact

Briefly describe the community after your program is implemented and after the goal and objectives are met. See pages 10 and 11 of the Template Instructions for more guidance.

Evaluation Objective(s)

List the evaluation objective or objectives that commit your team to evaluating your plan. See page 11 of the Template Instructions for more guidance.

Evaluation Work Plan

Describe in detail how you plan to evaluate the outcome and process objectives in your plan. The next three pages include a blank template. See page 12 of the Template Instructions for more guidance.

Do Not Distribute

Evaluation Work Plan

Objective: _____

Evaluation Action Steps	Due Date	Agency Responsible	Resources Required

Objective: _____

Evaluation Action Steps	Due Date	Agency Responsible	Resources Required

Evaluation Work Plan

Objective: _____

Evaluation Action Steps	Due Date	Agency Responsible	Resources Required

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Objective: _____

Evaluation Action Steps	Due Date	Agency Responsible	Resources Required

Logic Model

Moving to the Future recommends using the logic model template provided by the organization requesting that it be completed. See pages 12 and 13 of the Template Instructions for more guidance.

Intended Use of Evaluation Data

Summarize your plans on using the monitoring and evaluation data that you will collect. See page 13 of the Template Instructions for more guidance.

CAPACITY

Coalition

Describe the coalition that will oversee the plan. See page 14 of the Template Instructions for more guidance.

Personnel

Describe the staff support you anticipate to implement and evaluate the plan. See page 14 of the Template Instructions for more guidance.

Funding

List the amount of money you need to implement and evaluate the plan, and describe your plans for raising the money. Also develop a budget and include as an attachment. See pages 14 and 15 of the Template Instructions for more guidance.

Timeline

Develop a timeline for your plan, and include it as an attachment. See page 15 of the Template Instructions for more guidance.

Marketing

Briefly describe your plans to market and promote your nutrition and physical activity plan. See pages 15 and 16 of the Template Instructions for more guidance.

Sustainability

Summarize your plans to keep the program going. See page 16 of the Template Instructions for more guidance.

ATTACHMENTS

List and include any pieces that you want attached to the plan. See page 16 of the Template Instructions for more guidance.

Do not distribute