

## Example Program Work Plan

### Friendly City's 5ADay Work Plan

An example continued from "Nutrition and Physical Activity Plan Template Instructions"



**Outcome Objective:** By the end of 2010, the five largest employers in Friendly City will be active participants in the 5ADay worksite program sponsored by the state health department. (The goal of five sites was chosen by task force members because these worksites together employ approximately 7,500 people.)

**Process Objective:** By July 1, 2008, St. Mary's Hospital will sign up as a 5ADay worksite.

**Strategy:** Convince at least 5 of the 7 hospital board members of the benefits of a 5ADay program.

Action Steps	Due Date	Agency Responsible	Resources Required
Talk with hospital administrator and/or human resource (HR) director to inform them of the 5ADay worksite program and to assess their interest in the program. Find out if employee wellness is a priority for the hospital.	March 2007	hospital outpatient RD and health department RD	Staff time
Talk with food service director at hospital to see if local produce could be used and/or prepared for hospital board meetings.	March 2007	hospital outpatient RD	Staff time
Arrange for 2 or 3 fruit and vegetable gift baskets to be delivered to hospital board members in March, May and July.	March, May, and July 2007	health department RD	Grant funds Staff time
Prepare education materials to use with hospital board members. Materials to cover health benefits of fruits and vegetables and employer and employee benefits of the 5ADay worksite program.	May 2007	hospital outpatient RD and health department RD	Staff time Office supplies
Distribute education materials to administrator, HR, and board.	July 2007	Health department RD	Staff time

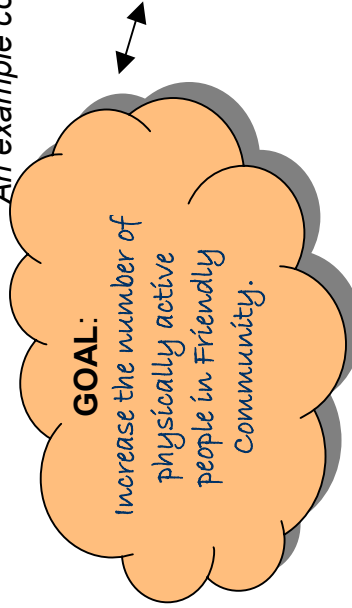
Action Steps	Due Date	Agency Responsible	Resources Required
If approved by the hospital administrator, meet with board members individually to review program and its benefits	September 2007	hospital outpatient RD and health department RD	Staff time
Be available for hospital board meeting when the vote takes place for participation.	October 2007	hospital outpatient RD and health department RD	Staff time

How would you monitor and evaluate the strategy and/or action steps?  
 Does the hospital board approve participation by year end 2007?  
 Create a log sheet to record our progress and experiences with this strategy.

## Example Program Work Plan

# Work Plan for the Friendly Community Stroke Prevention Team

An example continued from "Example Writing Objectives Worksheets" in Chapter 2



**Health Environment Objective:** By 2010, expand the Friendly Community Walking Club from YWCA-only members to at least two other community settings, such as churches, schools, workites, etc.

**Process Objective:** By December 31, 2007, at least 3 churches in Friendly Community will join the Friendly Community Walking Club.

**Strategy B:** Find at least 3 churches that might be interested in having a walking club based in their church. (Note: Through strategy A we will design the Friendly Community Walking Club, which is based on YWCA club.)

Action Steps	Due Date	Agency Responsible	Resources Required
Present walking club idea at Friendly Community Ministerial Association meeting	April 2007	YWCA program director and Extension agent	Time
Write letter to go to all churches informing them of walking club idea and inviting them to participate. Also develop a self-addressed, postage-paid postcard that churches complete if they are or are not interested in the club.	May 2007	YWCA program director and Extension agent	Time
Send thank-you note to President of ministerial association and as an FYI send a copy of the letter that is going out to all churches.	May 2007	YWCA program director	Time
Send out letters to all churches	June 2007	Extension office	Time, postage,

Action Steps	Due Date	Agency Responsible	Resources Required
Send follow-up letter or make follow-up calls to non-responders	August 2007	administrative assistant	Time and supplies
Send a letter to all churches interested in the walking club – thank them and let them know what's next.	September 2007	YWCA program director	Time, postage, and supplies

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

Number of churches that sign up

Number of letters sent in first mailing and number of yes responses and number of no responses  
log sheet to record progress and experiences