

# PROGRAM STRATEGIC PLANNING KIT EVALUATION for school health programs

## STEP 5: IMPLEMENT

In the Implement step of the strategic planning process, you put into action the strategies your program identified to achieve its five-year goals. Implementation occurs throughout the five years of the cooperative agreement. As a result of completing the Implement step, your program will have accomplished the strategies outlined in the strategic plan and the various workplan activities associated with these strategies.

Each year, insure that all assigned staff and program partners have the resources they need to complete their workplan activities and the four program components in the Program Inventory (i.e., program management and staffing, program planning and monitoring, professional development events and technical assistance, and partnerships). You can use the Program Inventory to identify needs for additional resources. You should consider whether you have the following:

- Sufficient funding
- Appropriate levels of staffing
- Appropriate office facilities
- Necessary computer hardware/software and other equipment.

Provide program staff and other implementers of the strategic plan the professional development they need to accomplish what they are being asked to do.

- Monitor their work for gaps in knowledge or skills, and provide supplementary professional development, if needed.
- Provide guiding materials related to the program funding area, for example, Guidelines for School and Community Programs to Promote Lifelong Physical Activity Among Young People (<http://www.cdc.gov/MMWR/preview/mmwrhtml/00046823.htm>) and Coordinated School Health Programs—eight components of a coordinated school health program (<http://www.cdc.gov/HealthyYouth/CSHP/index.htm>).

Establish organized and consistent operating procedures related to strategic plan implementation (e.g., program meetings, communication protocols, data collection tools).

### At the end of the IMPLEMENT step:

- ✓ Your program will have accomplished the strategies outlined in the strategic plan and the various workplan activities associated with these strategies.

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Follow the implementation process you developed for the strategic plan.

- Regularly review the strategic plan timeline. It may be necessary to adjust the timeline or the scope of strategy implementation. For example you might need to implement professional development in Year 3 instead of Year 4, or provide professional development for just school nurses instead of all health educators. Remember to discuss any changes to the strategic plan or workplan with your Project Officer.
- Remind program staff and stakeholders about their responsibilities for implementing parts of the strategic plan.