Work Plan Tool

You may want to create rough drafts of the plan as you gather the needed information. When you’re done, you can prepare a final draft to distribute to everyone involved.

The process for completing the Work Plan Tool is as follows:

* 1. Make as many copies of the tool as you and your workgroup need to complete the task.
  2. Gather all the material you’ve developed in the five previous steps, such as assessments, BDI logic model, outcome statements, adaptation guide, and program descriptions. You may also find the Capacity Assessments from Step 5 useful.
  3. Fill in the basic program information at the top of the form.
  4. Starting on the left, under Activities, work your way down, completing implementation details for your program. If possible, list program activities in the order in which they occur to help you plan them out. Be sure to include all the activities from your BDI logic model in the work plan.

Don’t worry if you can’t fill in all the details. Working through this tool may help you see where there are gaps that need to be filled. Also consider your work plan as a living document; update as new tasks arise.

Work Plan Tool

Program: Local name:

Name/title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Summary:

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| Tasks: Administrative | When will it be done? | Who is responsible? | | Where will we get any resources we need? | Date done |
| Write job descriptions, plan staff meetings, prepare budget, etc. | | | | | |
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| Tasks: Policies & Procedures | When will it  be done? | Who is responsible? | Where will we get any resources we need? | Date done |
| Set confidentiality and mandatory reporting policies; get signed consent forms from participants, etc. | | | | |
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| Tasks: Facilitation | When will it be done? | | Who is responsible? | Where will we get any resources we need? | Date done |
| Hire appropriate facilitators, train volunteers and facilitators, etc. | | | | | |
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| Tasks: Location & Materials | When will it  be done? | Who is responsible? | Where will we get any resources we need? | Date done |
| Reserve and pay for meeting space as needed; obtain and copy materials, etc. | | | | |
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| Tasks: Recruitment & Retention | When will it  be done? | Who is responsible? | Where will we get any resources we need? | Date done |
| Recruit participants, develop retention and referral plans, etc. | | | | |
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| Tasks: Implementation | When will  be done? | Who is responsible? | | | Where will we get any resources we need? | | Date completed |
| Plan intervention activities listed in BDI logic model, schedule periodic debriefings, etc. | | | | | | | |
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| Tasks: Program Evaluation | When will it be done? | Who is responsible? | Where will we get any resources we need? | Date completed |
| Plan tasks associated with the Step 7 Process Evaluation and Step 8 Outcome Evaluation. | | | | |
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