

Workplan Template & Worksheet for Selected SLIMs and Aligned Strategies

In the table below, please list the SLIMs that you have selected as primary foci for your program; provide the strategy (or strategies) that you identified in your strategic plan that align with each of your SLIMs; provide the 2008 baseline percentage for each SLIM from the data source that you are using to measure them and the target for the SLIMs that you have selected. When you complete your data collection in 2010 and 2012, provide the updated percentages for your SLIMs. As you develop your annual workplan, refer back to this worksheet to make sure that each of your SLIMs and their aligned strategies are included under the appropriate goals.

Selected SLIM	Strategy (or strategies) aligning with SLIM	2008 baseline % for SLIM	Target % for SLIM	2010 % for SLIM	2012 % for SLIM

Workplan Template Guidance

Use this Workplan Template to describe the Priority area goals, strategies, School Level Impact Measures, objectives, and activities that will be supported by CDC/DASH funding. The Workplan Template can be modified to fit your program needs. For, for example, you may add or eliminate letter bullets, make text boxes larger, or align letter bullets by adding hard returns.

Title: [Agency] [Priority Area] [Cooperative Agreement Number] Workplan

[Agency] – the state, city, tribe or territory in which your project takes place.

[Priority Area] – YRBS, HIV, CSHP, Asthma, or NPD. (There is a separate Workplan for each Priority funded.)

[Cooperative Agreement Number] – can be found on the Notice of Award. The last 2 numbers change annually.

5 Year Goals:

The goal is a broad statement of program purpose which describes the expected long-term effects of a program. This goal should remain constant for the entire five-year funding cycle of the cooperative agreement. Goals should address the program's effect in reducing a health problem (e.g., HIV, obesity, tobacco-use prevention), and identify the impacted target population to be affected (e.g., middle school students, school districts, health education teachers). Although this Workplan Template shows only two goals, you should include all program goals in your workplan.

Strategies:

A strategy is the means or broad approach by which a program will achieve its goals. You identify strategies when you create the strategic plan for your program. Useful strategies capitalize on program strengths or opportunities, or reduce the influence of program weaknesses or threats. There can be multiple strategies for achieving each five-year goal. A particular strategy might not be used every year. For each strategy, there should be one or more objective and corresponding activities.

Program strengths are elements internal to your school health program that facilitate reaching your program goals. Program opportunities are aspects of the external environment that facilitate reaching program goals. Opportunities are not just positive aspects of the environment but can also be the chance to address program gaps and initiate new activities. Program weaknesses are elements internal to your school health program that are barriers to reaching your program goals. Program threats are aspects of the external environment that are barriers or potential barriers to reaching program goals.

School Level Impact Measures (SLIMs):

If one of the SLIMs you have chosen aligns with the strategy that you have identified to achieve the goal (see Worksheet for 2008 Selected SLIMs and Aligned Strategies), list it in the workplan.

Objectives:

An objective is a statement describing the results to be achieved and the manner in which these results will be achieved. Objectives should be **SMART**, that is, **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-phased. **Specific** objectives include *who* will be targeted and *what* will be accomplished; **measurable** objectives include *how much* change is expected with enough specificity that the achievement of

the objective can be measured through counting or through documentation of change or completion; **achievable** objectives can be accomplished given existing resources and constraints; **realistic** objectives address the scope of the problem and reasonable programmatic steps; and **time-phased** objectives provide a time line indicating when the objective will be measured or a time by which the objective will be met. Although the Workplan Template shows three objectives for each goal, your workplan may have more or fewer objectives that support each goal in your workplan.

Rationale for the objective:

The rationale for the objective clearly describes why and how the objective will contribute to accomplishing the goal. The objective should be clearly justified, relate to the program strategy and goal, and link to outcomes on the program logic model outcomes and strategic goal. In addition, you may provide context that shows why this objective is necessary given your program's resources or constraints; how and why the work is being done.

Measures for accomplishing objectives and person/agency responsible for accomplishing the objective:

The measures are quantifiable criteria that describe whether or not the objective was accomplished. Measures might include target numbers (e.g., 100 middle school health education teachers trained), or quantifiable changes (such as middle school teachers reporting increased confidence in teaching a health education curriculum after attending a professional development event), or completion of an activity. Clearly identify the *person/agency* that is most responsible for accomplishing the objective.

Data Sources to measure the objective and person/agency responsible for gathering data:

Data sources might include rosters, phone logs, agendas, surveys, observations, interviews, or focus groups in addition to YRBS, Profiles, and other data. Data sources are used to assess whether an objective has been achieved. The data sources themselves are not provided to DASH, but instead a summary of the data is reported to DASH. (For example, you do not need to submit meeting or training rosters to DASH. Data sources should be kept, however, and should be available on the request of your project officer during site visits.) Data sources should be summarized to report complete, partial, or unmet objectives in progress reports (for example: only 20, not 40 people attended meetings; participants were school principals as intended, not other school staff; the intended outcomes of the meetings were achieved). Clearly identify the *person/agency* who is most responsible to gather and report on the data that measure whether objectives have been accomplished.

Indicators for School Health Programs:

Identify which measures of objective accomplishments are aligned with the *Indicators for School Health Programs*. (List the *Indicator* question number aligned with the objective.)

Activities:

Activities in support of the objective:

Describe anticipated events that take place as part of a program in support of the objective. Although we include only four spaces for activities in the Workplan Template for each objective, you should list all activities for each objective.

Activity Completion Date:

Identify when you anticipate completing each activity. This date should be consistent with the information on the Gantt Chart.

[Agency] [Priority Area] [Cooperative Agreement Number] Workplan

<i>5 Year Goal I:</i>	
<i>Strategies identified in the Strategic Plan:</i>	
List any <i>School Level Impact Measure(s)</i> (SLIMs) that align with the Strategies (if appropriate):	
<i>Objective 1:</i>	
List any <i>Indicators for School Health Programs</i> that align with the objective(s) (if appropriate):	
<i>Rationale for the objective:</i>	
<i>Measures for accomplishing the objective and person/agency responsible for accomplishing the objective:</i> a. b. c. d.	<i>Data sources to measure the objective and person/agency responsible for gathering data:</i> a. b. c. d.
<i>Activities in support of the objective:</i> a. b. c. d.	<i>Activity completion date (aligned with Gantt Chart):</i> a. b. c. d.

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<i>5 Year Goal II:</i>	
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<i>Objective 1:</i>	
List any <i>Indicators for School Health Programs</i> that align with the objective(s) (if appropriate):	
<i>Rationale</i> for the objective:	
<i>Measures</i> for accomplishing the objective and <i>person/agency</i> responsible for accomplishing the objective: a. b. c. d.	<i>Data sources</i> to measure the objective and <i>person/agency</i> responsible for gathering data: a. b. c. d.
<i>Activities</i> in support of the objective: a. b. c. d.	<i>Activity completion date (aligned with Gantt Chart):</i> a. b. c. d.

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