**Reducing Disparities in Breastfeeding through Continuity of Care**

**Breastfeeding Support Model for Community Health Centers**

**Project Deliverables and Timeline**

# Overview

A work plan is a program management tool that provides direction and guidance for the overall program. It is designed for use in program planning, implementation and monitoring progress towards reaching program goals. As a part of the application process for the *Reducing Disparities in Breastfeeding through Peer and Professional Support* project, applicants must prepare a detailed 6-month work plan for the entire project period. The work plan should not exceed 4 pages.

This template should be used to develop a proposed work plan for the *Reducing Disparities in Breastfeeding through Continuity of Care/ Breastfeeding Support Model for Community Health Centers pilot* project. Applicants should complete this work plan template to describe the proposed timeline for achieving project requirements, as identified in the scope of work, and expected product deliverables through July 2019.

NACCHO, and CDC, reserves the right to review and modify the proposed work plans, target dates, and results related to this work plan.

# Definitions

The following definitions will assist you in understanding how to complete the work plan template and submit an appropriate plan for project activities.

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| **Term** | **Definition** |
| **Objective** | S.M.A.R.T. objective that the program anticipates completing by the end of the first year of funding. |
| **Activity** | Key events which are specific, measureable, and sufficient in quantity such that their completion should lead to the accomplishment of the stated objective. |
| **Timeline** | The timeframe for which the activity will be initiated and completed. |
| **Lead Person/ Organization** | Program staff member or organizational partner with responsibility for ensuring the completion of the stated activity. |
| **Resources Required** | Identify resources (e.g. tools and materials) and technical assistance that will be needed from NACCHO or CDC to accomplish the proposed activity. If none, indicate *No Resources Required*. |
| **Anticipated Product or Result** | Description of anticipated outcomes or results of achieving project activities. These are used for ongoing monitoring and reporting of program accomplishments or progress toward reaching program objectives or activities. |

## S.M.A.R.T. Objectives

Applicants should use **S.M.A.R.T** objectives when developing the project work plan. S.M.A.R.T. is defined as:

* **S**pecific: Who? (target population and persons doing the activity) and What? (action/activity)
* **M**easurable: How much change is expected
* **A**chievable: Can be realistically accomplished given current resources and constraints
* **R**ealistic: Addresses the scope of the health program and proposes reasonable programmatic steps
* **T**ime-bound: Provides a timeline indicating when the objective will be met

**Examples of Process and Outcome S.M.A.R.T. objectives**

**Process**: Describes what is being done and how it will be done during a project period.

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| **Poor Example** | **Good Example** |
| By 2018, disseminate a burden document statewide. | By July 2018, increase from 0 to 1 the number of burden documents that describe the oral health status of priority populations disseminated to local health departments, non-profit organizations with a dental health focus, community oral health coalitions, and state government leadership. |
| By 2019, provide training to water operators. | By December 2019, increase the percent of water operators that participate in the state oral health program training on engineering and administrative guidelines for maintaining optimal fluoride levels from 20% to 45%. |

**Outcome**: Establishes behavioral, attitudinal, or knowledge changes. Long-term objectives pertain to expected outcomes of the community or population.

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| **Poor Example** | **Good Example** |
| By 2015, increase the number of schools that participate in the state dental sealant program. | By June 2015, increase the number of schools in the state that have at least 50% of students eligible for free or reduced lunch program that participate in the state dental sealant program from 25% (in 2013) to 35%. |
| By June 2018, check sealant retention rate for students served by the state dental sealant program. | By June 2018, increase from 82% to 90% the retention rate for students that received at least one molar sealant from the state dental sealant program. |

For more information on S.M.A.R.T. objectives: <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>

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| **Organization Name:** |  |

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| **OBJECTIVE:** | *By May 2019, establish formal referral partnership with 2 hospitals for follow-up breastfeeding support. (EXAMPLE- can be deleted)* | | | | |
| **ACTIVITY** | | | **TIMELINE** | **LEAD PERSON/ ORGANIZATION** | **RESOURCES REQUIRED** |
| *Identify hospitals and staff within 25 miles of target community to provide referrals services* | | | *Feb 2019 – May 2019* | *Program Manager* | *Coalition building assistance* |
|  | | |  |  |  |
| **[Add rows as necessary]** | | |  |  |  |
| **ANTICIPATED PRODUCTS OR RESULTS** | | * *Establishment of MOUs with 2 local hospitals to facilitate breastfeeding follow-up referrals.* | | | |

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| **OBJECTIVE:** |  | | | | |
| **ACTIVITY** | | | **TIMELINE** | **LEAD PERSON/ ORGANIZATION** | **RESOURCES REQUIRED** |
|  | | |  |  |  |
|  | | |  |  |  |
| **[Add rows as necessary]** | | |  |  |  |
| **ANTICIPATED PRODUCTS OR RESULTS** | |  | | | |

*Copy and paste as many objectives as needed. Do not exceed two pages.*