**Steps in DEVELOPing AN ACTION PLAN**

There is an inspirational adage that says, "People don't plan to fail. Instead they fail to plan." Because you certainly don't want to fail, it makes sense to take all of the steps necessary to ensure success, including developing an action plan.

### **Action Step 1: Draft a 1 to 3 page concept paper** in which you identify the country, population, health condition and the potential health project goal you want to focus in your action plan. (Module 1) For example, in this section you could:

* Develop (or refine) and present a mission statement that includes what is to be done. (e.g., "Increasing quality of pre-natal care delivery by training midwives in, for example, a specific province in Nigeria.")
* Your goal for this class project may be an approved training curriculum cooperatively developed with the University of Nigeria.
* Explain the essential "why" you are interested in doing this global project. Here you could talk about how your interest developed, e.g., from another class, some experience that you or others had, information that you saw about this health issue.
* Explain if this initiative would be part of a larger or existing project.

**Action Step 2:** **Analyze health data and other quantitative information** to focus your project using what is relevant from the WHO Evolving Health Data Ecosystem Model - <http://www.who.int/ehealth/resources/ecosystem.pdf?ua=1> (Module 2)

* Start with existing quantitative health and social determinants of health data.
* How many people are affected by the problem and the severity of its effects.
* Are there any community-level indicators (e.g., rate of infant deaths or infection rates) related to the issue?
* How old are the data? If data are within the last five years, they can be used. If not, it is time to gather new data.
* Is the information relevant?
* Do you have all the information or is some information not available?
* Identify any data that should be collected if this project moves forward.

**Action Step 3:** Identify key community groups, key individuals, and other stakeholder capacities and opportunities for your specific community plan primarily through qualitative information. (Module 3)

* Who are the key community groups, key individuals, who are involved or should be involved in this project?
* What have they already done to address your identified need?
* Assess stakeholder capacities for responding to a specific health priority, including their strengths and weaknesses
* Evaluate key cultural, religion, and social mores that may impact achieving this health priority.
* Define if there is a specific service delivery gap (relevant to your action plan) based on this analysis.
* How feasible it is to address the points raised in your concept paper, given stakeholder capacities, cultural or other barriers?

Stakeholder data may take the form of focus groups, newspaper articles, interviews, social media,surveys or any other type of information that seems to be valid.

**Action Step 4:** Modify your needs assessment to identify any ethical, legal, and human rights issues that have emerged and which may impact your project. ( Module 4) Again, consider if you need to modify any of your goals?

**Action Step 5: Identify Needed Human Resources.** Complete the attached spreadsheet for your human resource needs. (Module 5)

* What types of talents do you need?
* What mix of volunteers and paid staff do you need?
* Are members of your target group or community involved?
* For how long do you need these talents?

**Action Step 6: Revise goals, objectives, and create time bound activities. (Module 6)** How feasible it is to address the mission and goals discussed in your concept paper, given your needs assessment including health and social data, stakeholder capacities, cultural or other barriers?

* Do you want to modify your project; perhaps focus or narrow it to be more realistic?

In the SMART Model, goals should be:

* **S**pecific
* **M**easurable
* **A**ttainable
* Relevant
* **T**imebound

Here is a modification of the SMART Model from this Week 1 reference - <http://www.cognology.com.au/learning_center/howtowritesmartobj/>

**ASSIGNMENT: USE GUIDELINE ABOVE TO COMPLETE WORK**

**TOPIC: Beyond the Clinic: A Health Systems Approach for Strengthening Primary Care Services READ** <https://www.who.int/alliance-hpsr/news/2016/strengthening-primary-care-services/en/>

**COUNTRY: INDONESIA**

| **Topic** | **Assessments** |
| --- | --- |
| **Choosing a Community Action Framework** | **Activity** – Produce a 1 page concept paper that identifies INDONESIA, population, community of focus, health condition, and potential project that you will focus on. Draft a project goal as part of this concept paper. |
| **Needs Assessment Part I: Quantitative and Qualitative Data sources; Key Stakeholders** | **Activity 1:** Do some research for your needs assessment. Identify key data sources that will help pinpoint the population impacted by the health condition that you are focusing on and key stakeholders and partners that may be important for your project. You should identify available quantitative and qualitative information from surveillance systems, surveys, focus groups, interviews, newspaper articles, or other sources. |
| **Needs Assessment Part II: Data, Stakeholders, and Community Norms** | **Activity**: Draft a 3 page memo to your supervisors that summarizes your needs assessment findings. Tell them about the health condition in the population that you are focusing on, any existing community efforts to address it and key stakeholders and partners. |
| **Ethical, Legal and Human Rights Issues** | **Activity 1**: add any ethical, legal and human rights issues to your paper |
| **Goals and Time-Bound Objectives**  **Team-based Health Action Plans** | **Activity:** The time is drawing closer for your action plan. Revise your goal as needed and draw up at least 3 to 5 short-term objectives and key tasks to accomplish these objectives. Create some process measures to evaluate progress in accomplishing tasks.  **Activity:** Your action plan is progressing nicely. You must now write a 1 page paper that reviews the types of talent that are needed for your project and any training that is needed. Who are some critical members of those teams? Do any of those team members surprise you?  Are there some team members already in place? Which ones need to be added and what types of training are needed? submit it to your NGO for initial feedback. Have you addressed cultural, tribal, and traditional differences and values in the team? How will this team relate to the NGO and the Health Ministry at the national level? |
| **Drafting a Community Action Plan** | **Activity 1:** Integrate the parts of your action plan into one coherent proposal. Include a summary the non-human resources you might need and add some potential cost figures to your final action plan, which you'll submit next week. () |
| **Finalizing an Action Plan** | **Activity:** review and revise your final action plan. |