

## ASPR TRACIE Technical Assistance Request

**Requestor:**

**Requestor Phone:**

**Requestor Email:**

**Request Receipt Date (by ASPR TRACIE):** 18 September 2017

**Response Date:** 20 September 2017

**Type of TA Request:** Standard

### Request:

██████████ asked if ASPR TRACIE had any work plans, to include building a timeline, key phases, etc.

### Response:

The ASPR TRACIE team searched online for work plan resources. Section I includes several of these work plans and strategic plans that were collected, as well as a training course for project planning.

## I. Work Plan Resources

Hawai'i Department of Health. (2012). [Hawai'i Department of Health Work Plan](#).

This work plan outlines the Hawai'i Department of Health's goals and objectives, and proposed strategies and initiatives to meet those objectives. It also assigns specific programs to meet each of the objectives.

Kansas Department of Health and Environment, and Kansas Association of Local Health Departments. (2016). [2016-2017 Public Health Emergency Preparedness: Local Health Department Work Plan](#).

This sample work plan provides the description of tasks that need to be conducted for Kansas local health departments and allows the health departments to log the progress of these tasks.

Minnesota Department of Health. (2017). [MDH Strategic Plan: Annual Report \(2016\) and Work Plan \(2017\)](#).

This document summarizes the progress made by the Minnesota Department of Health in the first year of strategic plan implementation (2016), and outlines their plans for work through 2017.

New York State Department of Health. (n.d.). [Work Plan Template](#). (Accessed 9/20/2017.)

This is a sample work plan template that the New York State Department of Health developed specifically for goals and objectives as it pertains to nursing homes. However, it can still be used as a basic template for other health departments.

Oregon Health Authority. (2011). [Oregon Public Health Emergency Preparedness Strategic Work Plan](#).

This plan provides a summary of strategies that are proposed to address the functions listed for each Public Health Emergency Preparedness (PHEP) capability and the functions within each capability.

Regional Disaster Preparedness Organization. (n.d.). [2017 – 2018 Work Plan](#). (Accessed 9/20/2017.)

This sample work plan addresses the Regional Disaster Preparedness Organization projects and other major activities/ initiatives, and aligns with the goals and objectives of their strategic plan.

The City and County of San Francisco. (2008). [San Francisco All-Hazards Strategic Plan](#).

This strategic plan was developed to assist citywide senior leadership in directing programmatic efforts, accomplishing results, ensuring accountability, and properly allocating limited resources over a five year period. Note: Appendix G includes a Work Plan Template.

The Ohio State University College of Public Health. (2017). [Work Plan](#).

An Excel work plan template is provided on this webpage. It allows individuals to enter in and track data for milestones, status, target completion date, the person/ department lead for each milestone, and other important information.

U.S. Department of Health and Human Services, Health Resources and Services Administration. (n.d.). [Sample Project Work Plan](#). (Accessed 9/20/2017.)

This sample project work plan can be used to track a health department's goals, objectives, key action steps, expected outcomes, data evaluation and measurements used, and the person/ department responsible for working on those action steps.

University of Washington, Northwest Center for Public Health Practice. (n.d.). [Project Planning](#). (Accessed 9/20/2017. Requires free registration.)

This free 1.5 hour training course is intended for public health and other professionals interested in learning or reviewing the fundamentals of project planning.

Wilson, T.R. (n.d.). [Work Plans](#). Pitt County Health Department (NC). (Accessed 9/20/2017.)

The author of this presentation provides an overview of the three types of plans and includes examples of each: strategic plan, operating plan, and individual work plan.