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


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.


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.


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


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.


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.


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.


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.


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.


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.

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.