

Program Implementation Planner

Project Name:	Project #:	Date:
Problem Statement:		Objective:
Scope (Geography, Functional Groups, Process):	Risks/Obstacles:	

HWPP Program Teams		
Steering Committee Members:	Design Team Members:	Facilitators:

Major Milestones				
Milestones:	Estimated Costs:	Start Date:	Status:	End Date:

Personnel Needed

Program Champion: [2-3 hours/month]	Steering Committee: [2 hours/month]	Design Team: [4 hours/month]	Co-Facilitators: [6 hours/month]
<ul style="list-style-type: none"> Oversees overall program implementation Convenes Steering Committee meetings Assists Design Team in obtaining resources as needed 	<ul style="list-style-type: none"> 3-5 senior leaders with fiscal and policy authority Advises and allocates resources to assist with intervention selection, implementation, and evaluation 	<ul style="list-style-type: none"> 6-8 frontline workers representing different roles and departments Design health, safety and well-being interventions 	<ul style="list-style-type: none"> 2 trained facilitators to lead the Design Team Organize and facilitate Design Team meetings Work with the Champion on communications and to secure resources for the Design Team

Budget Allocation

Personnel Costs:	Materials and Supplies:	Intervention Budget:	Evaluation:
<ul style="list-style-type: none"> Funding for staff time to participate in Design Team activities Pay for workers attending Design Team meetings outside of their shifts 	<ul style="list-style-type: none"> Copies of Facilitator Manual, Design Team handouts, and other meeting supplies 	<ul style="list-style-type: none"> Identifying funds and other resources needed to implement the Design Team's proposed interventions 	<ul style="list-style-type: none"> Budget (or in-kind personnel time) for subject matter experts to select metrics and oversee data collection and evaluation

Resource Allocation

Meeting Resources:	Communication Tools:	Program Review Meetings:	Training:
<ul style="list-style-type: none"> List of available meeting spaces Schedule Design Team meetings (e.g., bi-weekly for 1.5 hours). 	<ul style="list-style-type: none"> Determine platforms used for communicating Outline how you will update stakeholders on program process 	<ul style="list-style-type: none"> Schedule regular check-ins between Program Champion and Co-Facilitators to monitor progress 	<ul style="list-style-type: none"> Personnel time to coordinate, deliver, and attend training activities

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