

Project Goal Statement: To create a culture, policies and services to advance health for all people in NH through a collective impact approach.

Project narrative
 Q6 →

System Change Approach 1: *Strategy and Vision*

Long-term goal #1: *Well-connected stakeholders working together to implement shared goals.*

LONG TERM GOAL #1 WORKPLAN

Key Steps (Project Narrative, Q5)	Inputs	Time Frame	Responsible Person(s)	Update on Progress (Complete for Progress Report)
1. Convene Program Team monthly to ensure coordination	Meeting space, agenda, mtg notes, team members, Zoom	Monthly Jan – Dec	Director	
2. Convene priority area workgroups at least bi-monthly	Meeting space, Agendas, meeting notes, Zoom	Jan - Dec	Workgroup chairs	
3. Convene backbone committees (Measurement, Communication, Diversity, Equity and Inclusion) at least bi-monthly	Meeting space, Agendas, meeting notes, Zoom	Jan - Dec	Committee chairs	
4. Convene 4 Quarterly Meetings of NH AHA	Meeting space, agenda, name tags, lunches, speakers, handouts	March, June, Sept, Dec	Director	
5. Work with consultant to convene Steering Committee meetings	Consultant contract, meeting space, agenda, table tents refreshments, handouts, Zoom	Jan, April, Aug, Oct	Director & consultant	

Project Workplan Template

MEASUREMENT PLAN

Identify the measure(s) you will use to determine the progress toward the Long Term Goal listed above.

Indicator(s) to Measure Goal (Project Narrative, Q7)	Data Collection Method(s) (Project Narrative, Q8)	Expected Results /Targets (Project Narrative, Q7)	Actual Results (Complete for Progress Report)
# of field goals developed and identified # of stakeholders taking action toward shared goals	<ul style="list-style-type: none"> • Meeting Notes taken at monthly or bi-monthly workgroup meetings • Periodic reports to the Steering Committee and quarterly meeting • Annual participant survey 	1-2 field goals for each priority area or 8 field goals At least 50 stakeholders involved in the implementation of shared goals	<i>TBD</i>

SAMPLE

Project narrative
 Q6→

System Change Approach: Strategy and Vision

Long term goal #2: Enhanced capacity for communication among field actors.

LONG TERM GOAL #2 – WORKPLAN

Key Steps (Project Narrative, Q5)	Inputs	Time Frame	Responsible Person(s)	Update on Progress (Complete for Progress Report)
1. Form and sustain a communication committee for coalition	Meeting space Staff Volunteers	Jan - Dec	Communication Manager (CM)	
2. Produce and disseminate a quarterly newsletter (4 issues)	Staff Mail Chimp	Jan-Dec	CM	
3. Maintain Facebook page and advance field priorities in postings (5 postings weekly)	Staff Facebook page for NH AHA	Jan – Dec	CM	
4. Use Twitter account to advance field priorities (at least 5 tweets/wk)	Staff Twitter account	Jan – Dec	CM	
5. Coordinate communication channels with the advocacy project	Advocacy lead, communication tools	Jan – Dec	CM	
6. Create web pages for each priority workgroup and committees	Staff, workgroup input at meetings communication firm	By Feb 2020	CM	
7. Maintain coalition website and update with timely content	Fees for website, staff, workgroup input	Feb- Dec	CM	

Project Workplan Template

MEASUREMENT PLAN

Identify the measure(s) you will use to determine the progress toward the Long Term Goal listed above.

Indicator(s) to Measure Goal (Project Narrative, Q7)	Data Collection Method(s) (Project Narrative, Q8)	Expected Results /Targets (Project Narrative, Q7)	Actual Results (Complete for Progress Report)
# of communication mechanisms that share information among participants # of newsletters # of FB posts # of Tweets # of stakeholders /participants informed through targeted communications	Project records to be reported to the program team monthly, the Steering Committee quarterly and reported to the EH in annual project grant report Data will be compiled from Mail Chimp for delivery of newsletters and other communication to participants Analytics from social media will be used to monitor FB posts and Tweets	Coalition will use email, newsletters, FB, and Twitter to reach participants with important information. 4 newsletters in year 20 FB posts/month or 240 FB posts a year 5 tweets/week or 260 tweets a year Reach 300 stakeholders via targeted communications	