Tier 1 Action Plan Guidelines and Template

# Action Plan Overview

An action plan is based on set priorities, typically identified through needs assessment findings, and includes specific actions to address the identified cancer issue. An action plan is one strategy to help prepare organizations to apply for a Tier 2 grant and may include the following information:

* **Needs assessment key findings**
* **Goal(s)** to address key assessment findings
* **Actions:** activities to achieve goal
* **Person(s) Responsible:** whowill carry out these activities
* **Timeline:** by when should these activities be complete
* **Resources**: what will you need to achieve the identified action/activity?
* **Key Stakeholders**: who needs to be involved or informed?

|  |
| --- |
| **Scenario**  Conducted a local cancer needs assessment to deepen understanding of the behaviors, beliefs and perceptions of HPV vaccination among Latino community in Deschutes County, Oregon. Conducted focus groups with physicians, parents, and adolescents about barriers to HPV vaccination (primary data). Partnered with local health department to review existing local data related to HPV vaccination rates (secondary data).  Example needs assessment findings:   * Rural providers express discomfort in answering parent questions about HPV vaccines. * Parents are not aware of the recommendation to receive HPV vaccinations for children ages 11-12   Next steps: Develop an action plan detailing next steps for addressing local barriers based on key findings. Present findings to local health coalition. |

# Action Plan Example (Use template below)

**Organization name:**

**Project title**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal 1: *(Example) Select approach to pilot test for addressing provider discomfort discussing HPV vaccination*** | | | | |
| **Action** | **Person Responsible** | **Time Needed** | **Resources** | **Key Stakeholders** |
| *Research evidence-based approaches (EBAs) available for educating clinicians and parents on HPV vaccination* | *Community Health Educator, Health Dept.* | *2 months* | *Computer*  *Staff time* | *Director of Programs, OHSU* |
| *Present 2-3 promising EBAs to key stakeholders to gain consensus.* | *Outreach and Education Manager, Health Dept.* | *3 months* | *Meeting venue*  *Communications materials* | *Health coalition*  *Health Department staff*  *Parent Teacher Association* |
| **Goal 2: *(Example)* *Identify an activity to raise awareness about HPV vaccination recommendations and benefits among local parents*** | | | | |
| **Action** | **Person Responsible** | **Time Needed** |  | **Key Stakeholders** |
| *Research successful education campaigns to raise awareness among parents about HPV vaccination* | *Community Health Educator, Health Dept.* | *2 months* | *Computer*  *Staff time* | *Health coalition*  *American Cancer Society* |
| *Conduct focus group of local parents to share potential strategies and gain feedback* | *Outreach and Education Manager* | *2 months* | *Meeting venue*  *Focus group guide*  *Food* | *Local parents*  *Health coalition (recruitment)*  *Parent Teacher Association (recruitment)* |

# Action Plan Template

**Organization name:**

**Project title:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal 1:** | | | | |
| **Action** | **Person Responsible** | **Time Needed** | **Resources** | **Key Stakeholders** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Goal 2:** | | | | |
| **Action** | **Person Responsible** | **Time Needed** |  | **Key Stakeholders** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Goal 3:** | | | | |
| **Action** | **Person Responsible** | **Time Needed** |  | **Key Stakeholders** |
|  |  |  |  |  |
|  |  |  |  |  |