**Diversifying the Lactation Workforce**

**SAMPLE WORKPLAN AND RESOURCES**

# Definitions

The following definitions will assist you in understanding how to complete the work plan template and submit an appropriate plan for project activities.

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| **Term** | **Definition** |
| **Objective** | S.M.A.R.T. objective that the program anticipates completing by the end of the first year of funding. |
| **Activity** | Key events which are specific, measurable, and sufficient in quantity such that their completion should lead to the accomplishment of the stated objective. |
| **Timeline** | The timeframe for which the activity will be initiated and completed. |
| **Lead Person/ Organization** | Program staff member or organizational partner with responsibility for ensuring the completion of the stated activity.  |
| **Resources Required** | Identify resources (e.g. tools and materials) and technical assistance that will be needed from NACCHO or CDC to accomplish the proposed activity. If none, indicate *No Resources Required*. |
| **Anticipated Product or Result** | Description of anticipated outcomes or results of achieving project activities. These are used for ongoing monitoring and reporting of program accomplishments or progress toward reaching program objectives or activities. |

## S.M.A.R.T. Objectives

Applicants should use **S.M.A.R.T** objectives when developing the project work plan. S.M.A.R.T. is defined as:

* **S**pecific: Who? (target population and persons doing the activity) and What? (action/activity)
* **M**easurable: How much change is expected
* **A**chievable: Can be realistically accomplished given current resources and constraints
* **R**ealistic: Addresses the scope of the health program and proposes reasonable programmatic steps
* **T**ime-bound: Provides a timeline indicating when the objective will be met

**Examples of Process and Outcome S.M.A.R.T. objectives**

**Process**: Describes what is being done and how it will be done during a project period.

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| **Poor Example** | **Good Example** |
| By 2022, disseminate a burden document statewide. | By July 2022, increase from 0 to 1 the number of burden documents that describe the oral health status of priority populations disseminated to local health departments, non-profit organizations with a dental health focus, community oral health coalitions, and state government leadership. |
| By 2021, provide training to water operators. | By December 2021, increase the percent of water operators that participate in the state oral health program training on engineering and administrative guidelines for maintaining optimal fluoride levels from 20% to 45%. |

**Outcome**: Establishes behavioral, attitudinal, or knowledge changes. Long-term objectives pertain to expected outcomes of the community or population.

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| **Poor Example** | **Good Example** |
| By 2015, increase the number of schools that participate in the state dental sealant program. | By June 2015, increase the number of schools in the state that have at least 50% of students eligible for free or reduced lunch program that participate in the state dental sealant program from 25% (in 2013) to 35%. |
| By June 2018, check sealant retention rate for students served by the state dental sealant program. | By June 2018, increase from 82% to 90% the retention rate for students that received at least one molar sealant from the state dental sealant program. |

For more information on S.M.A.R.T. objectives: <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>

**SAMPLE PROJECT DELIVERABLES AND TIMELINE**

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| **ORGANIZATION NAME:** |  |

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| **OBJECTIVE:** |  |
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| **ACTIVITY** | **TIMELINE** | **LEAD PERSON/ ORGANIZATION** | **RESOURCES REQUIRED** |
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| **ANTICIPATED PRODUCTS OR RESULTS** |  |

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| **OBJECTIVE:** |  |
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| **ACTIVITY** | **TIMELINE** | **LEAD PERSON/ ORGANIZATION** | **RESOURCES REQUIRED** |
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| **OBJECTIVE:** |  |
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| **ACTIVITY** | **TIMELINE** | **LEAD PERSON/ ORGANIZATION** | **RESOURCES REQUIRED** |
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| **OBJECTIVE:** | *.*  |
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| **ACTIVITY** | **TIMELINE** | **LEAD PERSON/ ORGANIZATION** | **RESOURCES REQUIRED** |
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| **ANTICIPATED PRODUCTS OR RESULTS** |  |