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| **Project name** | **SAMPLE WORK PLAN** |
| **Workplan drafted on**: 12/1/2021 | **Workplan updated on**: 1/1/2022 |

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| **Goal 1** | Improve the health of diabetes patients living in Calhoun County |
| **Objective**  | By December 30th 2022, 250 patients with diabetes will participate in diabetes education workshops |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
| Recruit andtrain workshop leadersand lifestyle coaches whorepresent the Latino community | Program DirectorHR Administrator Project Coordinator | 5 Spanish speaking lifestyle coach hiredCoaches trained on Living Well with Diabetes and DSME Programs | Date of position posted and hiredDates of trainingPost-Training survey results-confidence in materials-satisfaction with training | 1/15/2022 | 4/15/2022 | Not started | Click or tap here to enter text. |
| Organize andhost Living Well withDiabetes workshops inaccessible communitylocations | Project CoordinatorCoaches | Host 10 Living Well with Diabetes workshops in multiple locations25 participants enrolled in each Living Well with Diabetes80% of enrolled participants complete the workshop series | Dates and location of workshopsNumber of participants enrolled per workshopWorkshop attendance listPercent of participants completing workshops | 4/29/2022 | 12/30/2022 | Not started | Click or tap here to enter text. |
|  | **Insert New Activity?** *Click on this cell and then click on the + sign that appears next to it* |
|  | **Insert New Objective?** *Click on this cell and then click on the + sign that appears next to it* |
| **Objective**  | By December 30th, 2022, the project team will publish at least 6 diabetes self-management education articles using culturally specific media. |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
| Identify topics for articles and create a writing calendar | Project CoordinatorCoaches | Timeline of articles to be written and published | Number and list of topicsDates when each article will be worked on and by whom | 4/29/2022 | 11/30/2022 | Not started | Click or tap here to enter text. |
| Publish articleswith culturally tailoredmessages | Project CoordinatorCoaches | 1 article published in Latino American Today each month | Number of articles draftedNumber of articles publishedTopic of articles | 5/1/2022 | 12/30/2022 | Not started | Click or tap here to enter text. |
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| **Goal 2** | Reduce rates of prediabetes and provide education on how to prevent diabetes for Calhoun County residents |
| **Objective**  | By December 30th, 2022 75% of program participants will see reductions in the level of risk factors to can lead to diabetes and its complications |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
| Implement theNational Diabetes PreventionProgram tailored to Latino individuals | Project CoordinatorCoaches | 10 Latino participants recruited per cycle 80% of participants complete program16 initial sessions conducted 6 follow-up sessions conducted Pre-post tests administered to all participants and results compiled | Dates of programNumber of participants enrolledAttendance per sessionPre-post test statistics -Weight changes-percent achieving target weight-percent achieving fitness target-percent achieving healthy eating goals | 4/29/2022 | 12/30/2022 | Not started | Click or tap here to enter text. |
| Establish a Diabetes Prevention Hotline to provide quick screening and sign-ups for DPP classes | Coaches | Hotline establishedHotline reference manual createdFlyers posted at local organization | Number of calls received per monthOutcomes of calls | 4/29/2022 | 12/30/2022 | Not started | Click or tap here to enter text. |
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|  | **Insert New Objective?** *Click on this cell and then click on the + sign that appears next to it* |
| **Objective**  | By June 30th, 2022 have a Diabetes prevention wellness program established at 2 local large employers in Calhoun County |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
| Identify organizations that are willing to partner on this initiative | Program Director Project Coordinator | Identify 2 employers to pilot the program | List of Calhoun county employers with at least 100 employeesList of potential partners | 1/1/2022 | 6/30/2022 | Not started | Click or tap here to enter text. |
| Incorporate DPP into workplace wellness program | Project CoordinatorCoaches | Signed MOU with two participating employersDPP included in each employer’s new employee orientation materialsDPP program offerings included in employee handbook10 employees per employer participates16 modules of DPP completed per sitePost module assessments completed, and results compiled | Dates of signed MOUsNumber of participants per sitesDates and attendance of each module per sitePost-assessment statistics-satisfaction with program-Percent of participant who found the information useful | 3/1/2022 | 6/30/2022 | Not started | Click or tap here to enter text. |
|  | **Insert New Activity?** *Click on this cell and then click on the + sign that appears next to it* |
|  | **Insert New Objective?** *Click on this cell and then click on the + sign that appears next to it* |