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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 and  train workshop leaders  and lifestyle coaches who  represent the Latino community | Program Director  HR Administrator  Project Coordinator | 5 Spanish speaking lifestyle coach hired  Coaches trained on Living Well with Diabetes and DSME Programs | | | Date of position posted and hired  Dates of training  Post-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 and  host Living Well with  Diabetes workshops in  accessible community  locations | Project Coordinator  Coaches | Host 10 Living Well with Diabetes workshops in multiple locations  25 participants enrolled in each Living Well with Diabetes  80% of enrolled participants complete the workshop series | | | Dates and location of workshops  Number of participants enrolled per workshop  Workshop attendance list  Percent 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 Coordinator  Coaches | Timeline of articles to be written and published | | | Number and list of topics  Dates 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 articles  with culturally tailored  messages | Project Coordinator  Coaches | 1 article published in Latino American Today each month | | | Number of articles drafted  Number of articles published  Topic 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 the  National Diabetes Prevention  Program tailored to Latino individuals | Project Coordinator  Coaches | 10 Latino participants recruited per cycle  80% of participants complete program  16 initial sessions conducted  6 follow-up sessions conducted  Pre-post tests administered to all participants and results compiled | | | Dates of program  Number of participants enrolled  Attendance per session  Pre-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 established  Hotline reference manual created  Flyers posted at local organization | | | Number of calls received per month  Outcomes of calls | 4/29/2022 | 12/30/2022 | Not started | Click or tap here to enter text. |
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| **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 employees  List 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 Coordinator  Coaches | Signed MOU with two participating employers  DPP included in each employer’s new employee orientation materials  DPP program offerings included in employee handbook  10 employees per employer participates  16 modules of DPP completed per site  Post module assessments completed, and results compiled | | | Dates of signed MOUs  Number of participants per sites  Dates and attendance of each module per site  Post-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* | | | | | | |