

PROGRAM OBJECTIVES AND ACTION STEPS

XYZ Grantee
XYZ Program
Grant # _____

Year 1

OBJECTIVE 1

Of women educated by Partners in Health, 75% will report practicing regular breast self-examinations at the end of year one and 95% will report obtaining regular mammograms as recommended by the American Cancer Society.

ACTION PLAN

(1) Key Task and Start Date: Conduct 12 educational presentations per month on breast and cervical cancer risk, importance of adherence to early detection guidelines and information on breast and cervical cancer treatment beginning April 2000.

(2) Projected Target:
1,400 low-income African-American women aged 40 and older

(3) Completion Date: 08/31/2005

(4) Quarterly Progress Report Due Dates: 1/31/05(Qtr 1), 4/30/05(Qtr 2), 7/31/05 (Qtr 3),
10/31/05(Qtr 4)

(5) Responsible Party: Training Programs Manager, 555-5555

MEASURING IMPACT

(1) Data collection method: 6 month telephone follow-up survey

(2) Sampling procedure: 500 participants randomly selected

(3) Data analysis: The number of women reporting practicing regular breast self-examinations divided by the total number of women surveyed to determine % reporting practicing regular breast self-examinations. The total number of women obtaining regular mammograms as recommended by the American Cancer Society will be tallied.

OBJECTIVE 2

Repeat as Above

DEFINITIONS:

ACTION PLAN

- (1) **Key Tasks and Start Date:** The major efforts that must be accomplished in order to achieve the program objective. Give the start date for the key task.
- (2) **Projected Targets:** Identify, describe, and quantify (if applicable) the target population to be reached for each key task.
- (3) **Completion Date:** State when the key task will be completed.
- (4) **Quarterly Progress Report Due Dates:** Generally scheduled for 30 days after the end of each quarter with the final report of the grant term due 45 days after the end of the grant term.
- (5) **Responsible party:** Individual responsible for achieving the stated objective. Include a telephone number. List only ONE person.

MEASURING IMPACT

- (1) **Data collection method:** Describe what information you intend to collect to demonstrate your program functioning and effect and how you intend to collect this information.
- (2) **Sampling procedures:** If applicable, describe how you are selecting the sample of your population to be measured
- (3) **Data analysis:** Describe how the data will be analyzed, what comparisons will be made, what statistics calculated.