

Program Development

Program Action Plan

The Program Action Plan(s) provides you with a systematic approach for developing or enhancing a health promotion program based on the standards. The following guidelines are to assist you and your staff in getting the maximum benefit out of the Program Action Plan(s).

Guidelines for use:

- Review the Program Assessment.
- Identify the extent to which your program reflects the standard, and the level you would like your program to reflect the Standard.
- Select the standard(s) that your staff would like to work on. Where you identify room for growth based on the scores, we encourage you and your staff to visit the related [standards page\(s\)](#) and go to the Learn, Observe, and Perform links where you will find key articles and documents, strategies and models used at other institutions, templates that you can use in your team's daily work, and more. We encourage you to explore these resources that have been handpicked by leaders in the field to assist you in crafting your department's Program Action Plan and guide your program's capacity and development.
- Keep an electronic or paper copy of your Program Action Plan(s) as well as any supporting evidence or artifacts that demonstrate completion of your staff's goal.

Program Action Plan

Standard Number: _____

Department/Group: _____

Beginning Date: _____ Ending Date: _____

A. Level of Reflection

Enter your score from the Program Assessment indicating how well your program currently reflects the standard. Then, identify and record the desired level you would like your program to reflect the standard.

Current Level: _____ Desired Level: _____

B. Program Development Strategies

Identify program development strategies that will assist your program in achieving the goal. It is important that the strategies are specific to your program. Identify the staff member responsible for each strategy.

Examples of Program Development Strategies

- Participate in staff training/retreats
- Participate in formal consultations and/or external reviews
- Engage in departmental or institutional strategic planning
- Build and participate in campus/community coalitions
- Develop partnerships with campus and community organizations involved in health
- Engage staff in required reading through discussion/book groups
- Develop and distribute bibliographies pertinent to health promotion
- Develop and maintain current program website
- Develop and distribute data reports on student health
- Encourage institutional membership to professional associations
- Host annual meetings for professional associations
- Send annual reports and program data to campus administration
- Invite other campus departments/staff to engage in *Vision Into Action*
- Create a campus listserv for health promotion partners
- Provide web links to research, data, and health promotion initiatives
- Appoint staff members to campus committees
- Encourage link to program's website on other organizations/programs' websites

1. _____
2. _____
3. _____

C. Resources and Support

Identify the resources and support needed by the department or staff to accomplish program development.

D. Evidence of Completion

Identify tangible artifacts that document your program's completion of this program development process. Keep electronic or paper copies of this evidence with this Program Action Plan.

E. Evaluation

How was your program enhanced by this program development process? What did your staff learn? What will your staff integrate into their work?
