**EXAMPLE IMPLEMENTATION & EVALUATION WORK PLANS – BODY AND SOUL PROGRAM**

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|  | **IMPLEMENTATION WORK PLAN** |  |
| **SMART Objective**  | **Activities** | **Person Responsible** | **Resources Needed** | **Due Date**  | **Indicator(s) of Completion or Progress** | **Evaluation Question** |
| 1. Establish a work group of at least 8 church members who are willing to meet monthly from 1/1/2014 – 6/30/2015 to oversee planning and implementation of Body and Soul
 | * Recruit representatives from key stake holder groups and with relevant expertise
* Hold bi-monthly Advisory Group meetings
 | * Health ministry director
 | * Pastor support
* Meeting space for advisory group
* Administrative support to schedule meetings
 | 1/31/2014 | * Advisory group members (i.e., number, expertise and representativeness
* Regular meetings, with documented agendas, action items and decisions
* Meeting attendance
 | * Did we create a functioning work group that meets regularly?
* Does the work group have capacity to oversee implementation, evaluation and maintenance of Body and Soul?
 |
| 1. Host 4 or more church-wide activities to promote healthy food by the 3rd quarter of the 1st year.
 | * Pastor’s Body & Soul Lunch
* Healthy Annual Picnic
* Fall Festival
* Spring Health Fair
 | * Health ministry director
* Pastor
 | * Pastor support
* Meeting facilities
* Volunteers to conduct activities
 | 10/31/2014 | * Activity reports summarizing events
* Participant sign-in logs
 | * Were all 4 events completed?
* To what extent did church members participate?
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| 3.Policy change: Sugary processed beverages and snacks are not served during Sunday School or church-sponsored meetings from the start of the policy enactment.  | * Establish nutrition criteria
* Train child and youth ministry leaders and volunteers to app
* Offer a menu of snacks that are consistent with nutrition criteria
 | * Health ministry director
* Sunday school leaders
* Leaders of other church-sponsored meetings
 | * Pastor, board, and leadership support
* Communication channels to post policy in kitchen, online, church bulletin, etc.
 | 3/31/2014 | * Formal policy language approved by leadership
* Policy was announced to congregation- multiple communication channels
 | * Was a food policy change enacted?
* In what ways was the policy communicated?
* To what extent did members follow the policy?
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| 4. Train 5 peer health advisors on motivational counseling for members of the congregation who want to eat more fruits and vegetables 2 months before the start of the program. | * Hold counselor training(s)
* Practice role plays
 | * Peer counselor coordinator
 | * Meeting space for trainings
* Counselor engagement
* Telephones
 | 4/31/2014 | * Number counselors trained
* Number of participants reached for counseling
 | * Did the motivational counselors have the capacity to help participants?
* Did participants change fruit and vegetable intake?
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| **EVALUATION WORK PLAN** |
| **SMART Objective**  | **Evaluation Question** | **Data Sources**  | **Data Collection Method** | **Plan for sharing results** |
| 1. Establish system to oversee implementation of Body and Soul from 1/1/2014 – 6/30/2015.
 | *Implementation & Maintenance:** Did we create a functioning work group that meets regularly?
* Does the work group have capacity to oversee implementation, evaluation and maintenance of Body and Soul and future health events?
 | * Note taking form for each meeting
* Paper survey
 | * Document review:
	+ List of committee members
	+ Mtg agendas and notes
* Survey of members to assess volunteer profiles
 | Church bulletinsHealth presentation to churchCommunity health forumAnnual report to local ACS and partners |
| 1. Host 4 or more church-wide activities to promote healthy food by the 3rd quarter of the 1st year.
 | *Implementation:** Were all 4 events completed?

*Reach:** To what extent did church members participate?
 | * Activity reports
* Participant sign-in logs
 | Document review | same |
| 1. Sugary processed beverages/snacks are served at not served during Sunday School or church-sponsored meetings from the start of the policy enactment.
 | *Adoption:** Was a food policy change enacted?

*Implementation:** In what ways was the policy communicated?
* To what extent did members follow the policy?
 | * Formal approved policy language
* Copies of communication materials
* Meeting notes
 | Document review | same |
| 1. Train 5 peer health advisors on motivational counseling for members of the congregation who want to eat more fruits and vegetables 2 months before the start of the program.
 | *Implementation:** Did the motivational counselors have the capacity to help participants?

*Effectiveness:** Did participants change fruit and vegetable intake?
 | * Peer counselor coordinator interview and notes
* Participant interviews
* Participant food logs
 | * Interview coordinator and participants
* Review food logs
 | same |