**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? |
| 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? |
| 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 bulletins  Health presentation to church  Community health forum  Annual 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 |