InterFaith Network/Collaborate for Healthy Weight Team

Strategic Plan/Action Steps through September 2012

* This document is to be used as a guidance document in order to track progress and stay on track for the various requirements/events for our project. It is a working document, and therefore is subject to changes and updates.

Key Task for completing objective	Action Steps required to complete task	Person(s) Responsible	Timeframe -- start and end dates
Aims Statement	1. Determine target population 2. Develop inspiration/purpose section 3. Determine HWC Measures to adopt 4. Combine sections for complete Aim Statement for group approval 5. Upload to iLab	1. Don Rubin 2. Michael Elliston 3. Pat Smith 4. Co-chairs/ Nazeera 5. Co-Chair or Data Manager	**Start: Wednesday July 17th, 2012** **End: Monday, July 30, 2012**
Action Plan	1. Develop Healthy Weight Message (See next task) 2. Develop activities associated with aims 3. Determine process of implementing plan/message in communities 4. Create measures/activity outcomes 5. Compile into document for group approval 6. Post into iLab	1. See next task 2. Coalition Members 3. Coalition Members 4. Co-Chairs/Fulton County 5. Co-Chairs 6. Data Manager	**Start: September 1, 2012** **End: September 30, 2012**
Healthy Weight Message	1. Identify behaviors best aligned with activities/aim 2. Craft into a marketable message	1. Coalition Members 2. Marketing subcommittee	**Start: September 1, 2012** **End: September 30, 2012**
Weekly Task Force Check-	1. Determine Availabilities of members 2. Schedule weekly meetings and send reminders	1. Fulton County (Pat Jackson or Carla Williams)	**Start: ASAP-Determine**

in/Conference Calls	3. Host meetings and provides coalition updates and next steps	2. Fulton County (Pat Jackson or Carla Williams) 3. Fulton County, Co-Chairs, Marketing subcommittee	**Best date** **End: N/A**
Listening Sessions	1. Identify congregations/communities to participate 2. Collaborate with faith representative of coalition to establish best approach 3. Select date and invite potential participants 4. Prepare logistics (meeting place reservations, food, scripts, recording materials, etc) 5. Host listening sessions 6. Get transcriptions of sessions 7. Prepare report/findings	1. NOT SURE 2. Michael Elliston and faith representative 3. Michael Elliston and faith representative 4. Co-Chairs and Fulton County 5. Michael Elliston and faith representative 6. Michael Elliston 7. Michael Elliston	**Start- Wednesday, July 17th, 2012** **End: December 2012**
July Data Entry	1. Enter team assessment for month of July in iLab 2. Enter team data measures for month of July in iLab 3. Update Quality Improvement Journey for month of July in iLab 4. Post update from last meeting onto ilab	1. Co-Chairs or Data Manager 2. Data Manager 3. Data Manager 4. Data Manager	**Start- Monday, August 6th, 2012** **End/Due Date- Wednesday, August 15th, 2012**
Action Period 1 - Call 4	1. Send reminders to task force members (co-chairs, marketing subcommittee, data manager, Fulton county) 2. Prepare any required documents 3. Participate in call	1. Co-Chairs 2. Co-Chairs/Fulton County 3. Co- Chairs, Data Manager, Marketing Subcommittee, Fulton County	**Start: Monday, August 6th, 2012** **End/Event Due: 3:00PM Tuesday, August 21, 2012**
Monthly Coalition Meeting	1. Set meeting date 2. Coordinate meeting logistics (meeting place, refreshments, additional guests)	1. Co-Chairs 2. Co-Chairs/Fulton County (Carla Williams and Pat	**Start: ASAP-Determine Best date**

	3. Prepare meeting materials
	4. Host meeting
	   a. Take minutes
		Jackson)
		3. Co-Chairs /Fulton County (Pat Jackson)
		4. Co-chair
		   a. Data Manager
			End: Occurs Monthly

August Data Entry	1. Enter team assessment for month of August 2. Enter team data measures for month of August 3. Update Quality Improvement Journey for month of August	1. Co-Chairs or Data Manager 2. Data Manager 3. Data Manager	**Start-** Monday, September 9th, 2012 **End/Due Date-** Friday, September 15th, 2012
Virtual Learning Series 2, Session 1 **12:00pm - 3:00pm ET**	4. Send reminders to coalition members 5. Attend webinar	1. Co-Chairs 2. All Members	**Start-** Monday, September 3rd, 2012 **Event Date/End-**Friday, September 21st, 2012