



**COLORADO**

Office of Public Health Practice,  
Planning, & Local Partnerships

Department of Public Health & Environment

## Action Plan Guidance & Template

| Action Plan Field                        | Guidance                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal</b>                              | These are often population-level, broad-based health outcomes. In this box, enter the overarching goal(s) of the work reflected in the action plan. These typically will not be completely within a group's sphere of control, but the group is working to impact these overarching goals (i.e., improve maternal wellness, reduce the prevalence of low birth weight, reduce the prevalence of diabetes, etc.). |
| <b>Strategy</b>                          | Enter the activity, program, or project, etc. that will address the goal. Aim to use evidence-based strategies and locally actionable efforts.                                                                                                                                                                                                                                                                   |
| <b>Objective</b>                         | Craft SMART objectives (Specific, Measurable, Achievable, Realistic, Time-bound) that will operationalize how you will carry out the strategy.                                                                                                                                                                                                                                                                   |
| <b>Indicator(s)</b>                      | Identify an indicator used to measure change. This can be an outcome or process measure. Determine if it reflect short term outcomes or reflect root causes of the priority area. Choose indicators that you will be able to use monitoring progress and evaluate impact. Include the frequency that they will be monitored and root data source.                                                                |
| <b>Reach/target population/community</b> | Name the group(s) you are directly impacting directly in this action plan. Include community engagement efforts.                                                                                                                                                                                                                                                                                                 |
| <b>Activities</b>                        | List the key actions or milestones you will reach in order to implement the strategy. Aim to choose activities that are evidence-based or informed, known best practices and inclusive of health equity aspects of the priority area. Choose a level a detail necessary to track efforts in this action plan and to communicate effectively with partners.                                                       |
| <b>Timeline</b>                          | Enter targeted due date for each activity.                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Lead</b>                              | Entity or organization(s) responsible for implementing the activities.                                                                                                                                                                                                                                                                                                                                           |
| <b>Date completed/Status</b>             | Use this column to track status and progress.                                                                                                                                                                                                                                                                                                                                                                    |

|                                                      |                 |                      |                              |
|------------------------------------------------------|-----------------|----------------------|------------------------------|
| <b>Priority area:</b>                                |                 |                      |                              |
| <b>Goal:</b>                                         |                 |                      |                              |
| <b>Strategy:</b>                                     |                 |                      |                              |
| <b>Objective:</b>                                    |                 | <b>Indicator(s):</b> |                              |
| <b>Reach/target population/community engagement:</b> |                 |                      |                              |
| <b>Activities</b>                                    | <b>Timeline</b> | <b>Lead</b>          | <b>Date completed/status</b> |
|                                                      |                 |                      |                              |
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Repeat table for each goal and strategy.