

Create a Work Plan

An overall plan of action, or work plan should be created to support the development of your program. Going through this exercise as a team will help you identify the scope of your task.

Describe the key issues

The key issues will have been determined in the needs assessment stage. Clearly describe the key issues by finding a balance between employee needs, workplace needs, and manager needs.

Set your goals and objectives

Identify goals and objectives that are SMART; specific, measurable, acceptable, realistic and timely.

Identify key strategies

How will you put your plan into action? List the major steps or milestones that need to take place. Identify obstacles you may encounter and how they will be managed.

Stakeholders/Partners/Audience

Who are the key groups and/or individuals that need to be involved? What is the best way to involve them? Who are the groups and/or individuals that will benefit from the proposed activities?

Resources required

What resources do you require to put your plan into action - do you have a team? is your team representative? budget? facilities? do you require support from other departments? other business units? other committees?

Roles/Responsibilities

Who will be involved in the various stages of putting the plan into action? What is their specific role?

Timelines

When do you start? Are your timelines achievable? Have you considered other initiatives that are occurring simultaneously?

Indicators of Success

Indicators should be identified at this time. How will you know if your program is a success? What indicators will tell you whether or not you have met your goals and objectives?