

July 2023 – June 2024 Workplan Template

## EXAMPLES

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| ***EXAMPLE Goal 1:*** Planning time to enhance program/activity implementation |
| ***Activities: What will you do?*** | ***When will you complete this activity (month and year)?***  | ***Who will be responsible for doing the activity/ies?***  | ***What will you accomplish as a result of this activity/ies?***  |
| *Schedule 4 reflection meetings with staff and volunteers and 2-3 community meetings to discuss which community events worked well and which ones could have improved* | *July 2023 –June 2024* | *Program Manager and* *Outreach Coordinator*  | *Host 4 staff/volunteer reflection meetings and 2-3 community reflection meetings* |
| *Share back the themes heard to key stakeholders via a presentation*  | *July 2023- June 2024* | *Program Coordinator, Program Manager and Facilitator* | *Presentation of key themes is shared* |
| *Integrate learnings from the themes into current programmatic events*  | *July 2023-June 2024* | *Program Coordinator, Program Manager and Facilitator* | *Agendas for future programmatic events are adjusted based on feedback* |

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| ***EXAMPLE Goal 2: Develop relationships/partnerships in new city/town and co-partner to host pop-up clinics*** |
| ***Activities: What will you do?*** | ***When will you complete this activity (month and year)?***  | ***Who will be responsible for doing the activity/ies?*** | ***What will you accomplish as a result of this activity/ies?***  |
| *Develop new relationships/partnerships in new city/town with school district, Board of Health, business, community-based organization (CBO), and or/other to host pop-up clinics at certain locations*  | *July2023-June 2024*  | *Program Manager,**Outreach Coordinator(s)* | *Partnerships established with clear point people**Pop-up clinic activities delivered*  |
| *Organize and conduct outreach for 1-2x/month pop-up clinics in partnership that promotes all vaccines, with focus on vaccines for children* | *July 2023-June 2024* | *Program Manager, Outreach Coordinator(s)* | *5-10 pop-up clinics hosted in new city/town* |

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| ***EXAMPLE Goal 3: Help link community members to needed services***  |
| ***Activities: What will you do?*** | ***When will you complete this activity (month and year)?***   | ***Who will be responsible for doing the activity/ies?*** | ***What will you accomplish as a result of this activity/ies?***  |
| *Develop a community resource guide with information on available services/resources (e.g., WIC, access to free tutoring, housing assistance or legal aide, vaccinations, mental health services, etc.), including COVID-19 resources* | *May 2024* | *Program Manager and* *Outreach Coordinator*  | *Resource guide developed in three languages posted on X website, available in print as a flyer or brochure.*  |
| *Provide assistance in linking community members to needed services (e.g., housing assistance due to loss of job as a result of COVID-19 illness), including conducting outreach to promote services. Hold weekly “open hours” or “by appointment” meetings to assist with applications, provide information, etc.* | *August-June 2024* | *Program Manager, Case Manager*  | *Weekly drop-in hour “clinics” held – helping approximately 4 people/week to learn about and/or access services.*  |
| *Implement outreach model to coach community members on how to use community resource guide and receive services* | *September 2023-June 2024* | *Outreach Coordinator, Case Manager* | *Weekly drop-in hour “clinics" that show people how to use the resource guide.* |

Workplan Template

July 2023 – June 2024

Please use this template to describe your plan/approach for using this funding to implement and expand the work of COVID-19 vaccine equity through identifying and addressing social determinants of health and public health issues that are most important to you and your communities.

**Organization Name:**

**Date Submitted:**

**HRiA is encouraging every organization to incorporate intentional short-term and long-term planning time to enhance program implementation and make improvements to their work. Please use Goal #1 to indicate how you will make time to integrate ongoing planning and enhancements to inform your program now and in the future (if additional funding is made available).**

Goal 1 – Planning time to enhance program/activity implementation

Goal 2 - [Describe here]

Goal 3 - [Describe here]

**Below you may add and/or delete rows for goals and/or activities as needed**

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| What are your plans for incorporating intentional short-term and long-term planning? In other words, how will you give your team time and space to reflect on the effectiveness of your efforts – what’s working, what could be changed – and how will you keep track of those reflections? Describe those ideas here. |  |
| How will you make time for your team to incorporate lessons learned in your current work? Future work? |  |
| Goal 2 [Describe here]Internal Capacity Building, External Services, or Both |
| ***Activities: What will you do?*** | ***When will you complete this activity (month and year)?***   | ***Who will be responsible for doing the activity/ies?*** | ***What will you accomplish as a result of this activity/ies?***  |
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