

# Nutrition and Physical Activity Plan Template

See the “Nutrition and Physical Activity Plan Template Instructions” for guidance in using this template.

## **INTRODUCTION**

### **Acknowledgements**

*Thank everyone involved in developing the plan. See page 1 of the Template Instructions for more guidance.*

### **Table of Contents**

*Start the Table of Contents on a new page. See page 2 of the Template Instructions for more guidance.*

### **Executive Summary**

*Write a one- to five-page summary of what is in your plan. See pages 2 and 3 of the Template Instructions for more guidance.*

### **Endorsements**

*List the people and organizations that endorse your plan. See page 3 of the Template Instructions for more guidance.*

## **BACKGROUND INFORMATION**

### **Context Setting**

*Describe the historical, sociological, medical, and/or geographic context for the proposed program. See page 4 of the Template Instructions for more guidance.*

### **Community Description**

*Describe in the most human terms possible what your community is like. See pages 4 and 5 of the Template Instructions for more guidance.*

## **Community Assessment Results**

*Present the information you gathered in your community assessment. Include facts and figures, perceptions and opinions, and information on the existing resources, services, and environment. See pages 5 and 6 of the Template Instructions for more guidance.*

## **Community Assessment Process**

*Describe how you carried out the community assessment. See page 6 of the Template Instructions for more guidance.*

## **PROGRAM DESCRIPTION**

### **Narrative Summary**

*Write a narrative overview of your program. See page 6 of the Template Instructions for more guidance.*

### **Goal and Objectives List**

*List your health goal and objectives. See page 6 of the Template Instructions for more guidance.*

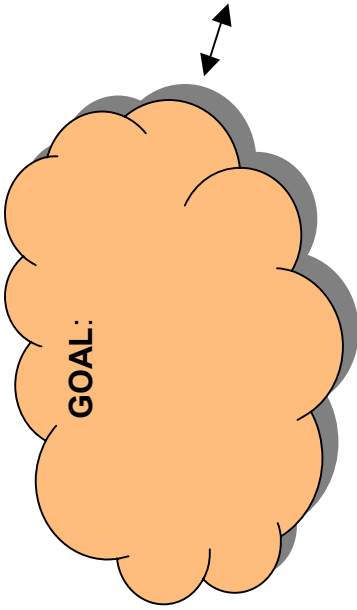
### **Program Planning Process**

*Write an overview of the process you followed to create the program plan. See page 6 of the Template Instructions for more guidance.*

### **Program Work Plan**

*These elements of the work plan are generally handled in a table or an outline format. The next five pages have blank work plan templates. See pages 7 through 10 of the Template Instructions for more guidance.*

## Program Work Plan



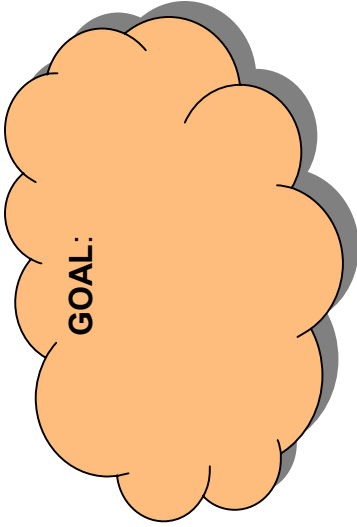
Outcome Objective:

Process Objective: \_\_\_\_\_

Strategy: \_\_\_\_\_

Action Steps	Due Date	Agency Responsible	Resources Required

How would you monitor and evaluate the strategy and/or action steps?



Program Work Plan

Outcome Objective:

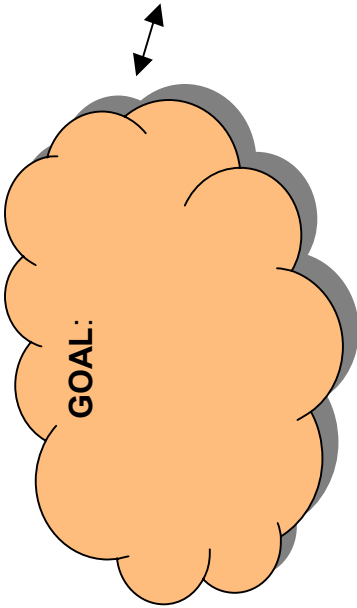
Process Objective: \_\_\_\_\_

Strategy: \_\_\_\_\_

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## Program Work Plan



Outcome Objective:

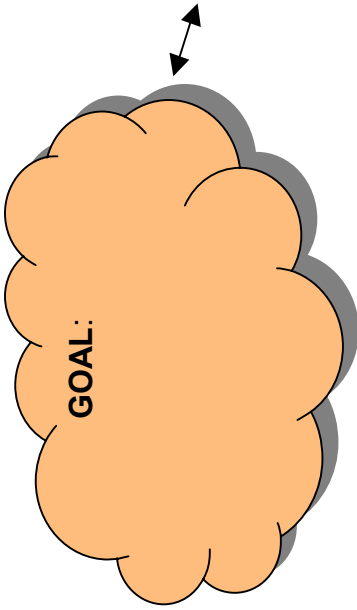
Process Objective: \_\_\_\_\_

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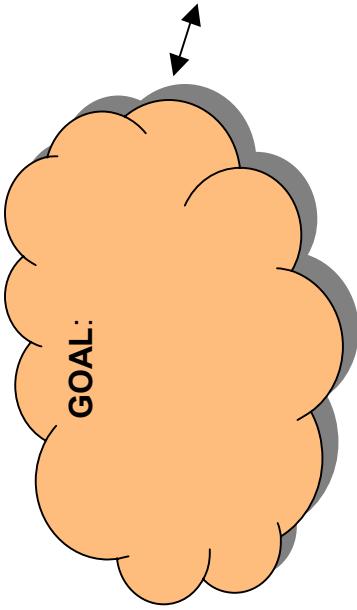
Process Objective: \_\_\_\_\_

Strategy: \_\_\_\_\_

Action Steps	Due Date	Agency Responsible	Resources Required

How would you monitor and evaluate the strategy and/or action steps?

## Program Work Plan



Outcome Objective:

Process Objective: \_\_\_\_\_

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Strategy: \_\_\_\_\_

Action Steps	Due Date	Agency Responsible	Resources Required

How would you monitor and evaluate the strategy and/or action steps?

## **Research Basis**

*List the research that your program is based on. See page 10 of the Template Instructions for more guidance.*

## **EVALUATION**

### **Program Impact**

*Briefly describe the community after your program is implemented and after the goal and objectives are met. See pages 10 and 11 of the Template Instructions for more guidance.*

### **Evaluation Objective(s)**

*List the evaluation objective or objectives that commit your team to evaluating your plan. See page 11 of the Template Instructions for more guidance.*

### **Evaluation Work Plan**

*Describe in detail how you plan to evaluate the outcome and process objectives in your plan. The next three pages include a blank template. See page 12 of the Template Instructions for more guidance.*

Do not duplicate



## Evaluation Work Plan

Objective: \_\_\_\_\_

Evaluation Action Steps	Due Date	Agency Responsible	Resources Required

Objective: \_\_\_\_\_

Evaluation Action Steps	Due Date	Agency Responsible	Resources Required

## Evaluation Work Plan

Objective: \_\_\_\_\_

Evaluation Action Steps	Due Date	Agency Responsible	Resources Required

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Evaluation Action Steps	Due Date	Agency Responsible	Resources Required

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## **Logic Model**

*Moving to the Future recommends using the logic model template provided by the organization requesting that it be completed. See pages 12 and 13 of the Template Instructions for more guidance.*

## **Intended Use of Evaluation Data**

*Summarize your plans on using the monitoring and evaluation data that you will collect. See page 13 of the Template Instructions for more guidance.*

## **CAPACITY**

### **Coalition**

*Describe the coalition that will oversee the plan. See page 14 of the Template Instructions for more guidance.*

### **Personnel**

*Describe the staff support you anticipate to implement and evaluate the plan. See page 14 of the Template Instructions for more guidance.*

### **Funding**

*List the amount of money you need to implement and evaluate the plan, and describe your plans for raising the money. Also develop a budget and include as an attachment. See pages 14 and 15 of the Template Instructions for more guidance.*

### **Timeline**

*Develop a timeline for your plan, and include it as an attachment. See page 15 of the Template Instructions for more guidance.*

### **Marketing**

*Briefly describe your plans to market and promote your nutrition and physical activity plan. See pages 15 and 16 of the Template Instructions for more guidance.*

### **Sustainability**

*Summarize your plans to keep the program going. See page 16 of the Template Instructions for more guidance.*

## **ATTACHMENTS**

*List and include any pieces that you want attached to the plan. See page 16 of the Template Instructions for more guidance.*

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