PROGRAM PLANNING WORKSHEET FOR FIELD PLACEMENTS

Tasks	Hours	Funding	Timeline
Develop Title:			
Develop Goal (4):			
1) Programmatic (what is the overall relevance of this project)			
2) Academic (*How does this relate to your studies, what knowledge, skills or resources will you be applying*)			
3) Health (*How does this relate to the field of health, what need does it address, what will be the impact of this project*)			
4) Professional (*What knowledge, skills or resources will you develop*)			
Target Population (Be specific):			
A) Rationale:			
B) Cultural Considerations			
C) Targeted number of participants			
Date/Time/Location:			
1) Date Rationale			
• Competing Activities (List all with rationale)			
2) Time Rationale			
• Competing Activities (List all with rationale)			
3) Duration Rationale			
• Competing Activities (List all with rationale)			
4) Location Rationale			
• Competing Activities (List all with rationale)			
• Space Request (Form, completions, submission)			
• Space Confirmation			
• Set-up Request (Form, completions, submission)			
Equipment			
Supplies			
• Set-up Confirmation			
• Special Needs Assessed			
Program Outline (Who, Why What & How):			
• Identify who will present/provide services			
• Outline why this specific presenter/service (*related to goals*)			
• Define the purpose of the presentation/services (*related to goals*)			
• Describe how the presentation/services be presented/provided			
• Formal Confirmation of Presenter/Services (Develop Form)			
• Confirmation of Presenter/Service - Needs			
Invite Letter (written, proofed, approved, sent, follow-up)			

Collaborations:			
• Who are your partners in this project?			
• Internal Partners			
1)			
2)			
• External Partners			
1)			
2)			
• Why have your selected these partnerships *(related to goals)*			
• What will these partnerships bring to the project *(related to goals)*			
• How will these partnership contribute/support the budget			
• Assessment of Partners Need			
Social Marketing Strategy:			
• Multi-level Strategy			
1)			
2)			
3)			
• Culturally Engaging – Explain			
• Reflects the Goal of the Project - Explain			
• Distribution Strategy			
1)			
2)			
3)			
• On-going Assessment of Effectiveness of Strategies			
1)			
2)			
3)			
• A) Type of Assessment			
1)			
2)			
3)			
• B) Frequency of Assessment			
1)			
2)			
3)			
• C) Validity of Assessment			
1)			
2)			
3)			
Project Evaluation:			
• Program Planning & Outcomes			
Assessment Tool			
• Participant Satisfaction & Learning			
Assessment Tool – Satisfaction			
Assessment Tool – Learning			