

Community Action Planning Worksheet

This worksheet is intended to help CAPE program participants build an effective action plan for improving behavioral health conditions in the community.

Getting Started

To start, we need to articulate the change we would like to see take place. To do so, we need to recognize the **existing situation** we believe can be improved. Consideration of the many data and community survey information resources generated through the program can bolster the case for needed action. We can't accomplish everything at once, so we need a **sense of priority** about what we should do now rather than later. Finally, we need to articulate the goal or **intended outcome** we would like to see achieved.

What's the **Situation** you'd like to see changed? What are the behavioral health needs or problems to be addressed?

What should the **Priorities** for attention, effort, and investment be? What are the most important things that that need to be done to address the situation?

1st: _____

2nd: _____

3rd: _____

What are the **Intended Outcomes** you would like to see achieved? What will be the situation or condition when the goal has been achieved?

Filling in the Plan

Now that we've established what we would like to achieve, we need to figure out how to do it. We can create an effective action plan by carefully considering what resources we **need to invest** into the effort, what **activities** we need to do to make progress, **who** we need to reach and involve, identify the **milestones** we'll need to see in order to know we're making progress, and, finally, the **ultimate impact** we would like to see achieved.

What **Resources** are needed to take action? Who is available to work on the problem? How much time will it take? Are money or other resources needed? Who can we partner with to make progress?

What **Activities** need to take place to achieve the goals? Do we need to conduct regular meetings? Do we need to have special public meetings or events to inform the community about goals and activities and/or gather feedback? Do products or information resources need to be developed? How should the media be involved? How do we foster needed partnerships and alliances?

Who needs to **Participate** in order to make progress? Who are we trying to reach and influence? Who are the targets of our effort? Who needs to be involved?



What are the **Short-Term Results** (6-12 months) you would like to see? What would we like people to learn? What are the changes in awareness, knowledge, attitudes, or skills we would like to see people exhibit? *How will we measure this?*

What are the **Intermediate-Term Results** (1-2-3 years) you would like to see? What are the behaviors, actions, decisions, or policies we would like to see in place? *How will we measure this?*

What is the desired **Ultimate Impact** (long-term) on the community? What are the social, economic, or other conditions we'd like to see in place in order to effect the kind of change the would be desired? *How will we measure this?*
