

Generic Project Guide

Purpose:

The purpose of this document is to provide a step by step guide to increasing *{physical activity/better nutrition/stress management/tobacco use cessation}* in the facility. _____ is an easy way to *{increase/decrease/improve physical activity/tobacco use/nutrition/stress management}*. It requires/involves _____ *{give some references that can show the efficacy of this approach}*. This project will include _____ *{include equipment, facility renovations, training, materials, etc., that may be involved in the project}*. Reference can be made to product development where an educational component is being developed or a system is being designed.

Plan Development:

The first step to a successful _____ project is the establishment of a project team to lead the process.

Team Members:



















Member	Function	Name and Contact Information
Employee Health Promotion Disease Prevention (EHPDP) Lead	Acts as team leader: Schedules meetings, ensures that tasks are completed and that the project remains on track.	
Representative from Management	Provides support and promotes the vision of the project. Facilitates change and removes obstacles.	
Representative from Facility Management	Provides logistical and technical expertise; insures compatibility with facility planning, and helps develop budget.	
Interior Designer	Provides expertise and budgetary information.	
Labor Representative	Provides feedback and support.	

Member	Function	Name and Contact Information
Safety Representative	Ensures safety regulation compliance with Department of Veterans Affairs (VA), Occupational Safety and Health Administration (OSHA), etc.	
Occupational Health Provider	Provides clinical feedback.	
Fiscal Representative	Assists with budget development and ensures appropriate fund delegation.	
Contracting Specialist	Ensures compliance with VA rules and guidelines.	
Representative from Physical Therapy	Provides clinical feedback.	
Other as Appropriate: Nutritionist Mental Health Expert Education Representative Content experts		

The project team will develop a timeline for project completion to include:

The assessment and planning stage;

- The contracting and budgeting stage;
- The implementation stage; and
- The post-assessment stage.

Tasks	Timeline					
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1.01 Establish project team						
1.02 Develop action plan						
1.03 Site/product selection						
1.04 Scope development						
2.01 Responsibility assignment						
2.02 Focus group(s)						
2.03 Safety review						
2.04 Contract assessment						
2.05 Budget, fair market						
2.06 Budget approval by EHPDP Program Manager						
3.01 Write contract(s)						
3.02 Approve final design						
3.03 Transfer funds						
4.01 Award contract						
4.02 Installation/production/training						
4.03						
4.04						
4.05						
5.01 Post evaluation						

5.02 Program Evaluation Review Technique (PERT)						
5.03 Final report (10/1/09)						

The team will also develop an action plan to include:

- Process of communication;
- Meeting schedule;
- Responsibility matrix;
- Assessment and planning stage;
- Site or product selection;
- Current level of use (measurement);
- Focus group evaluation;
- Target completion date;
- Project scope;
- Product development; and
- Outcome measurement design.

Criteria	Rating Factor	Weight	Score
Site			
Current need			
Ease of development			
Ability to replicate at other sites			
Sustainability			
Accessibility			

Material and Budget:

Once the product components have been selected and the project scope has been defined, a budget can be developed by the team. Final approval of budget and project plan will be by team consensus and review by the team.

Item (example given for fitness center)	Cost	Notes
Equipment (list separately) plus installation		
Lighting		
Scale		
Ventilation		
Paint (plus labor)		
Keyless entry system		
Flooring plus installation		
Music system		
Posters		
Framed art		
Monitors		
Contract for orientation program (instructor)		

Installation and Implementation:

Funds for this project must be obligated by MM/DD/YY. Installation and design may be completed after MM/DD/YY. Selection of any artwork, signage, and design is important to the success of the project and should include input from a wide variety of individuals within the facility. People that have interest and knowledge in physical activity, nutrition, and wellness, as well as those who have skills in marketing and communication, should

be utilized. Focus groups can be conducted to see how well the art work and signage appeals to the audience (employees working in the facility).

Capture pre-project data before proceeding. This may include surveys, monitoring of fitness center use, attendance at wellness classes, etc. Data should be obtained early enough so that there is enough time to make modifications to the plan prior to installation, videotaping, publishing, etc.

After the project is installed/implemented/created, it should be marketed strategically to elicit interest and excitement. Plan an Open House with healthy refreshments, balloons, prizes, etc. Promotion and marketing may include articles in the facility newsletter, daily message briefings, and announcements at town hall meetings and staff meetings.

Post-Evaluation:

Post-evaluation can include monitoring usage, feedback from focus groups, and/or surveys of staff. Satisfaction and usage data should be provided periodically and will be part of the final report. Included in the final report will be a summary of the planning process, budget, materials used, obstacles or issues, timelines and recommendations for future projects. Photographs of the planning process are requested and will be considered for publication on a national level.

