**DP13-1314 Consortium of National Networks for the Prevention and Control of Tobacco Use and Cancer in Populations Experiencing Tobacco-Related and Cancer Health Disparities**

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

**Work Plan**

**Instructions:**

Applicants are required to provide a work plan consisting of project period objectives for the five-year program and annual objectives for each program strategy as well as a detailed description of program activities to be implemented during the first year of the award. The work plan should not exceed 25 pages. Applicants are strongly encouraged to use the program strategies and component activities indicated under the “Program Strategy” section of this FOA

An Action Plan is a document created in chart form and used as a program management tool to provide direction and guidance for program awardee activities. Objectives should be S.M.A.R.T.

* Specific –Is the objective specific? (identify who, what, where, & how)
* Measurable – Is the objective measurable? (Quantify the amount of change expected)
* Achievable – Is the objective achievable? (can be attained)
* Realistic – Is the objective realistic? (can be attained given time and resources available)
* Time-phased – Is the objective time-phased (identify when the objective will be measured or met)

Action Plan Structure:

1. Project Period Objectives (PPO) are long-term objectives to be attained over the life of the cooperative agreement.
2. Annual Objectives (AO) are short-term objectives that work toward attainment of the PPO.
3. Activities - “major” activities needed to accomplish the annual objective.

**Applicant:**

**Program Strategy: Component #1 - Administer a population-specific national network to reduce tobacco- related and cancer health disparities in the target population**

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| **PROJECT PERIOD OBJECTIVE – 1**  |
| **Related Program Outcome** | *ENTER program outcome here* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 1.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description of the Activity** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **1.1.1** |  |  |  |
| **1.1.2** |  |  |  |
| **1.1.3**  |  |  |  |
| **1.1.4**  |  |  |  |
| **1.1.5** |  |  |  |
| **1.1.6** |  |  |  |

**Program Strategy: Component #2 - Educate and communicate support for evidence-based commercial tobacco use prevention and cancer prevention approaches which support healthful behaviors among the target population**

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| **PROJECT PERIOD OBJECTIVE – 2**  |
| **Related Program Outcome** | *ENTER program outcome here* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 2.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **2.1.1** |  |  |  |
| **2.1.2** |  |  |  |
| **2.1.3**  |  |  |  |
| **2.1.4**  |  |  |  |
| **2.1.5** |  |  |  |
| **2.1.6** |  |  |  |

**Program Strategy: Component #3 - Convene partners and promote use of clinical prevention service delivery in health systems to benefit the target population**

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| **PROJECT PERIOD OBJECTIVE – 3** |
| **Related Program Outcome** | *ENTER program outcome**HERE* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 3.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **3.1.1** |  |  |  |
| **3.1.2** |  |  |  |
| **3.1.3**  |  |  |  |
| **3.1.4**  |  |  |  |
| **3.1.5** |  |  |  |
| **3.1.6** |  |  |  |

**Program Strategy: Component #4 - Build support for strategies to improve community-clinical linkages to benefit the target population**

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| **PROJECT PERIOD OBJECTIVE – 4**  |
| **Related Program Outcome** | *ENTER program outcome HERE* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 4.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **4.1.1** |  |  |  |
| **4.1.2** |  |  |  |
| **4.1.3**  |  |  |  |
| **4.1.4**  |  |  |  |
| **4.1.5** |  |  |  |
| **4.1.6** |  |  |  |

**Program Strategy: Component #5 – Translate and disseminate data for action from current and new surveillance and epidemiology to benefit the target population**

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| **PROJECT PERIOD OBJECTIVE – 5**  |
| **Related Program Outcome** | *ENTER program outcome HERE* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 5.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **5.1.1** |  |  |  |
| **5.1.2** |  |  |  |
| **5.1.3**  |  |  |  |
| **5.1.4**  |  |  |  |
| **5.1.5** |  |  |  |
| **5.1.6** |  |  |  |

**Program Strategy: Component #6 - Provide training and technical assistance to CDC funded programs**

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| **PROJECT PERIOD OBJECTIVE – 6**  |
| **Related Program Outcome** | *ENTER program outcome HERE* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 6.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **6.1.1** |  |  |  |
| **6.1.2** |  |  |  |
| **6.1.3**  |  |  |  |
| **6.1.4**  |  |  |  |
| **6.1.5** |  |  |  |
| **6.1.6** |  |  |  |

**Program Strategy: Component # 7 - Provide consultation to CDC**

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| **PROJECT PERIOD OBJECTIVE – 7** |
| **Related Program Outcome** | *ENTER program outcome HERE* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 7.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **7.1.1** |  |  |  |
| **7.1.2** |  |  |  |
| **7.1.3**  |  |  |  |
| **7.1.4**  |  |  |  |
| **7.1.5** |  |  |  |
| **7.1.6** |  |  |  |

**Program Strategy: Component # 8 - Identify and disseminate proven and promising public health practices in the target population**

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| **PROJECT PERIOD OBJECTIVE – 8**  |
| **Related Program Outcome** | *ENTER program outcome HERE* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 8.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **8.1.1** |  |  |  |
| **8.1.2** |  |  |  |
| **8.1.3**  |  |  |  |
| **8.1.4**  |  |  |  |
| **8.1.5** |  |  |  |
| **8.1.6** |  |  |  |

**Program Strategy: component # 9 - Evaluate national network performance**

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| **PROJECT PERIOD OBJECTIVE – 9**  |
| **Related Program Outcome** | *ENTER program outcome**HERE* |
| **Project Period Objective** | *SMART objective is created below for you* |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **5 year** |

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| **ANNUAL OBJECTIVE # 9.1** (Create a SMART objective by completing the cells below)  |
| **Description of the objective and how it will impact the problem** | **What Will be Measured** | **Direction of Change** | **Unit of Measurement** | **Baseline** | **Target** | **Data Source** | **Timeframe** |
|  |  | [ ]  Increase[ ] Maintain[ ] Decrease | [ ]  # of[ ]  % of[ ]  Proportion of[ ]  Rate of |  |  |  | **1 year** |
| **ANNUAL ACTIVITY** |
| **Description** | **Lead Personnel**  | **Key Partners/Contractors**  | **Start/Finish dates** |
| **9.1.1** |  |  |  |
| **9.1.2** |  |  |  |
| **9.1.3**  |  |  |  |
| **9.1.4**  |  |  |  |
| **9.1.5** |  |  |  |
| **9.1.6** |  |  |  |