

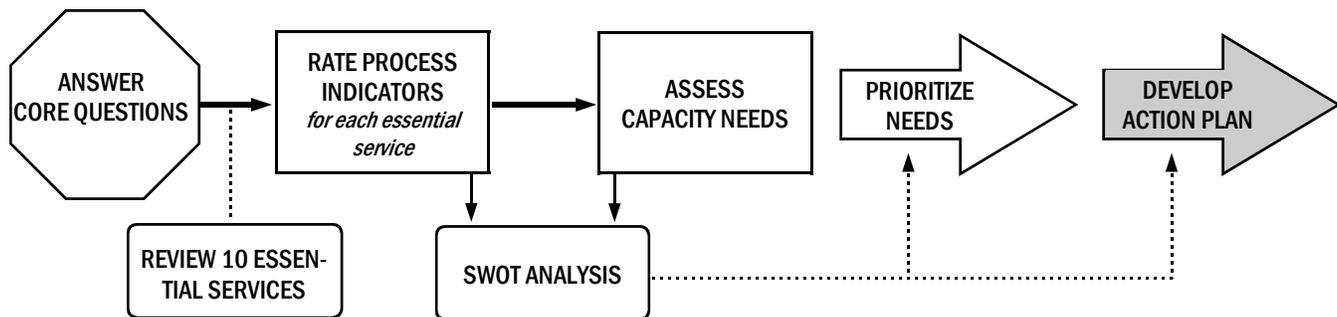
# Developing an Action Plan

## CAST-5 Second Edition

*A collaborative project of the Association of Maternal and Child Health Programs and the Johns Hopkins Women's and Children's Health Policy Center*

Capacity Assessment for State Title V (CAST-5) is a set of assessment and planning tools for state Title V Maternal and Child Health Services Block Grant programs interested in examining their organizational capacity to carry out key MCH program functions. For more information on CAST-5, visit [www.amchp.org/cast5](http://www.amchp.org/cast5).

### The CAST-5 Process



*Developing an action plan for capacity building is the final step in the CAST-5 process and a key element of ongoing monitoring and improvement of program capacity and performance.*

### Instructions

Once Capacity Needs have been prioritized and a subset selected for further planning, a process for drafting a detailed work plan should be specified. A sample action planning worksheet is provided here. The action plan may be fully elaborated with the entire assessment team, or the “skeleton” of a plan may be drafted, with more detailed action steps drawn up by assigned staff or work groups.

The action plan should reflect steps that can be undertaken in a defined period of time, such as 6 months or a year. For each action step, identify a staff member or small team responsible for drafting a more detailed work plan and/or implementing the action step. At the same time, specify a process for periodic status reports to program leadership and other assessment participants.

Note: While your plan may involve recruitment of additional staff and/or redirection of the job responsibilities of existing staff, preliminary steps may need to be undertaken in the context of current staff composition.

You may wish to use the action plan and other assessment results to draft a summary or final report for distribution to assessment participants and other interested parties. Ideally, this report on program capacity needs and development plans will be incorporated into Title V program planning activities and documentation, such as the Block Grant application materials and the five year needs assessment. For more information, see the section titled “Guidance on using CAST-5 with Title V program planning and assessment activities” on the CAST-5 web site.

## Sample Action Planning Worksheet

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

Action Step(s)	Staff Member(s) Responsible	Time Line <i>(e.g., Important interim meeting dates, completion date)</i>	Plans for Monitoring Results

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*This sample worksheet is adapted from an action plan template developed by Kay Leeper for the Iowa CAST-5 process.*