CE Project Action Plan Template



Healthy Tarrant County Collaboration

Intervention summary statement

Within my internship, the organization that I am working with is aiming to address the food desert that is occurring on Southeast Fort Worth. The reason that this is important is because there are plenty of people in the community who are not able to have access to healthy foods and it is important that there are being done in order to help them. In order to help address this issue healthy Tarrant County collaboration has farms that they work with so that they can then be used to help those in the community. This is done by planting fruits and vegetables that are then being sold to people in the community at a cheaper price compared to the prices in other stores. Mind Your Garden Urban Farm is one of the four farms that are used to complete this intervention. It is run by steven and Ursula who have done plenty of research on their community and how to plant fruits and vegetables properly.

Community analysis

The community that this intervention plan is trying to help are those in the Fort Worth area. It mostly impacts those in the community who come from a low-socioeconomic status as well as minorities. The area that the farm is located in is surrounded by many different neighbourhoods where there are not enough places that sell fruits and vegetables at a reasonable price. The area of the community is also surrounded by fast food places to eat which means that this is the option that most people in the area will chose to eat at. Some other community attributes that can have an influence on the food insecurity that is happening can be language, transportation, and education. Most members in the community may not have the information that they will need on what foods are healthy and how you can cook with the fruits and vegetables that are bought. This is why the farm is trying to help the community.

Problem analysis

The problem that this intervention plan relates to is food insecurity in the Fort Worth area. Food insecurity occurs when people may not know where their next meal is going to come from, or they may not have the financial needs to buy healthy food options for themselves and their families. Food insecurity is a severe problem that is being seen in the Southeast Area of Fort Worth. It is being seen in a large group of minorities.

Stakeholder analysis

Provide a summary description of the major stakeholders related to the problem being addressed s

- What we know about the target group, description etc
- Motivation and opportunities of the target group
- Accessibility and engagement with the target group

Approximately 300 words

Determinant Analysis

Provide a summary description of the determinant analysis you have conducted demonstrating an understanding of the problem

- What are the determinants of the problem
- What determinants are amenable to change
- How have determinants been prioritised or selected for change?
- What theoretical models or assumptions are being used?

Insert determinant analysis diagram and describe analysis of the causative relationship between determinants and problem

Approximately 400 words

Mandates for action

Provide a summary of existing mandates for action that support investment in your intervention.

Approximately 300 words

Existing capacity for action

Provide a summary of existing capacity and capacity gaps that support your call for extra resources and investment to support problem solving.

Approximately 300 words

Project partners and governance

Provide a summary of who and how you plan to establish intervention governance structures that include key stakeholders and assist decision making.

Use diagrams as required

Approximately 300 words

Goal & Objectives

- Help address food insecurity that is being seen in the Fort Worth Area
- Research the proper techniques on how to properly plant
- Network with those involved in the farming process as well as those aiming to solve food insecurity in Fort Worth

• Prepare and manage production beds while taking care of the foods and making sure that they are being harvested properly

Intervention research

Summarise the intelligence from previous interventions (intervention research) that demonstrates you have considered the learnings from previous effort. How has this informed your strategy mix?

Limit to 250 words

Strategy mix

Summarise the rationale and describe the strategy mix

- Describe strategy mix
- Do strategies fit with objectives (**what is the logic model**)
- Why do we think they have merit and are likely to work?
- Are strategies supported by intervention research evidence?

Evaluation Plan

Describe the evaluation plan, specifically describing methods, how evaluation relates to goals and objectives and the types of evaluation:

- Process
- Impact
- Outcome
- Capacity
- Economic evaluation.

What are the evaluation research questions?

What theoretical frameworks are used?

How are we accounting for confounding effects on evaluation results? (intervention vs control comparisons etc)

Evaluation stage	Method	Description of data collection / analysis method	Data type	Answers Question No?	Output/ Disemmination
Formative					
Process					
Impact					
Outcome					
Capacity					
Economic					

Activity planning

Work package descriptions

Activity/Task	Method	Who	When

Budget

Project costs

	Item	Costs ¹
1.	Investment by permanent staff (FTE estimates only)	
2.	Project budget:	
a)	Temporary project staff - (insert level, FTE and time period)	
b)	Associated non labour and corporate overheads	
c)	Other (itemise)	
	Project budget-total	

Resource	contribution	on from st	akeholders
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Estimated margin of error

Cost implications post-project

Justification

¹ If project is multi-year, add additional columns and provide costs for each financial year.

Project Schedule- timelines

Strategy/Activity	Accountable		Months (adjust timeframe as necessary)											
	Officer/s	Duration	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Project strategy implementation / finalisation activities													
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Risk management

What do you foresee might go wrong, and how will you plan to manage?

Risk	Risk Management Activities				
	Preventive	Contingent			

Communication management

What plan do you have to keep stakeholders informed and to ensure project effects/impacts are shared and utilised?

What	How	With/To Whom	When/how often

References/ intelligence sources