**Contact Information**

<table>
<thead>
<tr>
<th><strong>Provider Organization:</strong></th>
<th>Best Hospital in Town</th>
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<tr>
<td><strong>Primary Contact:</strong></td>
<td>Dr. Doolittle</td>
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**Goals**

**Goal(s): Implement Health Promotion Program**

- Develop long term plan for program design and implementation

**Plan**

**Plan for Implementation and Achievement:**

- Identify and appoint team members for project plan
- Schedule first meeting and develop schedule for future meetings
- Identify priorities and initial focus of program
- Present initial concepts to management for approval
- Develop detailed work plan for implementation

**Do**

**Actions Taken:**

- Identified potential members of committee and finalized appointments
- Held initial committee meeting on July 2\textsuperscript{nd}
- Established short term timeline for meeting immediate deadlines
- Developed initial list of priorities, which was circulated among senior staff for review and comment
- Finalized list of priorities
- Developed memo of priorities and committee activities; submitted to management for approval

**Study**

**Review and Evaluate:**

- *Progress Towards Goal(s):*
  - Made significant progress on creation of advisory team members and development of priorities
  - Good response from senior staff; revised priorities based on their input
  - Submitted priorities and project overview to management for review
### Challenges:
- Coordinating calendars and scheduling meetings
- Carving out time to focus on this project amid many competing priorities
- Getting buy-in from other organizational staff, who have little time to spend on new projects
- Identifying the right staff within the organization who should be involved in decision making
- Deciding what we want to do

### Act

**Next Steps:**
- Obtain approval from management to move forward with priorities
- Develop detailed work plan for implementation of initial priorities
- Recruiting additional staff with expertise needed for implementation
- Develop budget for activities

### Collaborate

**Share Successes and/or Request Assistance**
- **Success:** Identified several key team members who are very enthusiastic and engaged
- **Success:** Significant agreement among all participants on priorities
- **Assistance:** Would like to know other providers who have already created a health promotion program to discuss details, what they did, how long it took.
- **Assistance:** Also would like to see example of promotion materials that we could replicate or modify, rather than creating ours from scratch
- **Assistance:** Would like to see future collaborative meetings to have more focused discussions on specific tasks. Maybe create subgroups within the workgroup?