

## PLANNING GROUP MEETING #6: DEVELOPING GOALS, STRATEGIES, OBJECTIVES, AND ACTIVITIES

### SAMPLE AGENDA

#### FULL DAY MEETING – ENTIRE GROUP

Item	Person	Description
<b>Welcome and Review of Agenda</b>	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Welcome participants</li> <li>• Explain purpose of meeting</li> <li>• Provide overview of goals, strategies, objectives, and activities</li> </ul>
<b>Goals</b>	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Reminder of definition of goals</li> <li>• Revisit goals developed as part of Planning Meeting #2</li> <li>• Post goals on appropriate points on flow map</li> </ul>
<b>Developing Strategies</b>	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Reminder of definition of strategies</li> <li>• Discuss which interventions go with each strategy (use logic models, implementation plans, indicators, and evaluation plans)</li> <li>• Build consensus to develop a strategy statement under each goal</li> <li>• Strategy statement posted underneath each goal</li> </ul>
<b>Introduction to Objectives and Activities</b>	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Define objectives and activities</li> <li>• Introduce SMART criteria for writing objectives</li> <li>• Describe how the interventions' logic models, implementation plans, and evaluation plans contain the information necessary to build objectives and activities</li> <li>• Build consensus on a standard format to use for objectives</li> <li>• Provide instructions for workgroup breakouts</li> </ul>
<b>Writing Objectives and Activities: Small group break-out</b>	Facilitator <i>Small Groups</i>	<ul style="list-style-type: none"> <li>• Each workgroup selects a strategy for which they develop objectives and a summary of activities for each objective</li> <li>• Each small group uses intervention logic models and evaluation plans to develop process and outcome objectives</li> <li>• Each small group uses intervention logic models and implementation plans to develop a summary of activities for each objective</li> </ul>
<b>Writing Objectives and Activities: Large group report back</b>	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Workgroups post objectives and activities underneath each strategy statement</li> <li>• Review of all groups' objectives and activities</li> <li>• Q &amp; A from other workgroup members</li> <li>• Workgroups use feedback from large group to revise / edit objectives and strategies</li> </ul>
<b>Adjourn</b>	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Briefly review of day and next steps</li> </ul>

**\*\*Note:** This agenda does not include necessary breaks or lunch times, which should be added in as appropriate.  
Please adjust and adapt for your planning group's needs\*\*

**FOLLOW-UP AND ASSIGNMENTS**

Party Responsible	Follow-Up Step
<b>Workgroups</b>	<ol style="list-style-type: none"><li>1. Workgroups will meet separately as often as needed to complete writing objectives and activity statements</li><li>2. Workgroup members should share objectives and activities with their respective organizations for comment</li><li>3. Review comments made by other workgroup and members' organizations; make revisions as needed</li><li>4. Provide finalized objectives and activities to state staff</li></ol>
<b>State Department of Health Staff</b>	<ol style="list-style-type: none"><li>5. Finalize changes to materials</li><li>6. Distribute updated materials to planning participants</li></ol>

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