

Connecting People and Community for Living Well

Community Collaborative Work Plan

PURPOSE	<ul style="list-style-type: none"> - To be used in conjunction with the Wellbeing Guide. - Support planning, implementation and tracking of local priority activities. - Facilitate communication with the provincial team during regular touch-bases. - Support communication within the local team and leaders.
HOW TO USE	<ul style="list-style-type: none"> - Only one work plan per community Collaborative - Each community should determine who will maintain the work plan on behalf of the collaborative - The work plan can guide discussions on how activities related to the Wellbeing Guide priorities are progressing locally
WHEN TO USE	<ul style="list-style-type: none"> - Once the Wellbeing Guide is complete and a pre-implementation rating has been assigned to each area - Regularly at Collaborative meetings to: <ul style="list-style-type: none"> - Check in on progress of priorities - Identify challenges - At the regular touch bases with the provincial team

DEFINITIONS

WELLBEING DOMAIN/S	CONTRIBUTOR	TARGET POPULATION/S* (Persons living with dementia, Carers, Collaboratives) <small>*Planned activities can support more than one population.</small>	WHAT IS THE INTENDED OUTCOME?	ACTIVITIES & SUB-ACTIVITIES	WHO IS LEADING THE WORK	TARGET TIMEFRAME	COSTS ASSOCIATED	SOURCE OF FUNDS (i.e. Health Canada grant, in-kind)	COMMENTS
<p>Represents the domain or domains of wellbeing that your collaborative feels is being addressed by the activities. Select the option your group feels is most appropriate from a drop down menu (see below).</p> <ul style="list-style-type: none"> - Material - Relational - Subjective - Material/Relational - Material/Subjective - Relational/Subjective - Material/Relational/Subjective 	Informed by the contributor noted in the Wellbeing Guide	<p>Capture "who" the planned activities are intended to support. Activities planned may benefit more than one population - where that is the case capture all applicable populations here. For example:</p> <ul style="list-style-type: none"> - Persons living with dementia - Carers - Community Collaboratives 	<p>Teams will identify the desired/anticipated outcome of the work being pursued locally. Naming the outcome will support the local team to:</p> <ul style="list-style-type: none"> - Identify activities and sub-activities to be pursued - Start thinking about what needs to be considered for evaluation <p>Naming the outcome will also support the Provincial team and the Health System Knowledge and Evaluation team (HSKE) in their work</p>	<p>Informed by discussion captured in the "Resources and Gaps" section in the Wellbeing Guide</p> <ul style="list-style-type: none"> - Items listed here will be specific, and relate to affecting change in the particular contributor to wellbeing listed in the "Contributor" column <p>Use this column to capture activities and sub-activities associated.</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> - Host public education session - Secure a speaker or speakers - Book the space - Develop marketing tools/advertising tools - Develop plan for registration 	<p>Capture what people and organizations involved in each activity.</p> <p>EXAMPLE:</p> <p>Jane Doe - Home care John Smith - FCSS</p>	<p>A targeted time frame to achieve chosen activity</p>	<p>Capture anticipated costs.</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> - printing of materials, ad in the paper, reimbursement of speaker, rental of space, etc. 	<p>Capture how costs will be covered.</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> - Library conference room - no charge - Speaker re-imbursment - Health Canada grant seed funding 	<p>Capture any other pertinent information such as:</p> <ul style="list-style-type: none"> - Thoughts from the group - Additional information needed - Follow up actions needed

SAMPLE WORK PLAN

Material/Subjective	Built and natural environments adapted to support people with dementia	Persons living with dementia Carers	<p>Create opportunity for volunteerism</p> <p>Intergenerational connections</p> <p>Space to work beside each other</p> <p>Improve men's mental health</p> <p>Reduce isolation</p> <p>Promoting healthy aging</p>	Public education event Men's shed	Helen - FCSS	Sep-22	Room provided by FCSS Refreshments - grant funds Men's shed supplies - donations and grant funds		
			<p>Long term natural supports</p> <p>Building capacity in the community</p> <p>Intergenerational - sharing of stories and culture, mentoring</p> <p>Sense of belonging. Reducing loneliness/isolation</p>	Art program	Sharon - PCN	Jan-22	Grant funds		
			<p>Increase awareness</p> <p>Decrease stigma</p>	Public education event	Team	Mar-22	Room provided by FCSS Refreshments - grant funds Speaker - grant funds		

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COMMUNITY:		DATE:							
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