Introduction

Implementation plans are important to set a roadmap for your climate action. These plans describe goals and objectives as well as the theory of change behind the activities being taken place. Additionally, the implementation plans will lay out the timeline for the implementation. This worksheet offers suggestions for creating an abbreviated or full implementation plan.

Abbreviated Plan

An abbreviated plan may be appropriate if you have less capacity for your effort, if the climate action pathway is more simple or discrete, if there are fewer partners, or the work is internal. This is not an exhaustive list; include other elements in your plan that your team and partners will find helpful to have documented.

Goals, outcomes, objectives and activities

What is the intended outcome, i.e., the goals that will be achieved through your chosen climate action pathway? What do the program designers ultimately want to change as a result of the activities (long-term outcomes)? Are they individual, systems or health outcomes? What activities will happen in service of those objectives and goals? Is there a logical chronological order to those? How are your partners and community being considered in these?

Theory of change for your climate action pathway

What is the theory of change that underlies this adaptation action? In general, a theory of change describes how and why a desired change is expected to happen as a result of the actions taken. It makes the underlying rationale explicit, and it fills in what can sometimes be the "missing middle" between what a program does (i.e., activities) and how this leads to goals being achieved. It can be helpful to think of this as an "outcomes pathway." First consider the long-term goals, then work back from these to identify all the outcomes that logically must be in place and how these relate to one another causally for the goals to occur.

Implementation Timeline and Responsibility, Accountability, Consult, and Inform (RACI) Matrix
What are the project start and end months, as well as major milestones within the project period? Who is responsible for what? Timelines serve as a useful tool to track activities and shifting schedules. There are several types (milestone, yearly/monthly basic progress, Gantt chart) of timelines that may be suitable for your teams' activities. Utilize the activities listed above and create specific steps with clear ownership.

Needed resources
What additional resources will be needed in the way of additional funding mechanisms, equipment, human capital (expertise, skills, etc.), and organizational capital (processes, policies, or other agency-level facilitators) to implement the action(s)? Who will be bringing them?

Full Plan

A comprehensive plan is appropriate if you have more capacity, if the climate action pathway is more complex or has multiple components, or if there are more partners. This is not an exhaustive list; include other elements in your plan that your team and partners will find helpful to have documented.

Brief description of strategy
Think of this as your elevator pitch. A climate action pathway is a broad term to encompass the different types of strategies and approaches that health departments can employ for public health climate action. What are the specific climate benefits, climate hazards, and health outcomes or impacts your team is focusing on?

Challenge addressed and supporting evidence
What local need, problem, challenge will this adaptation or mitigation intervention address? Will this adaptation address exposure to climate threats, sensitivity, and/or adaptive capacity? (See resources for definition.) What is the rationale for selecting this adaptation (evidence-based, results from stakeholder engagement, etc.) or mitigation activity? Was this decided on from community and partner input?

Population of focus and other population impacts

Who will ultimately benefit from this action? What is the geographic boundary for the action? How was the population selected? Reflect on potential unintended consequences for this population, if any. Also reflect on potential unintended consequences for populations that aren't the primary focus.

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Anticipated challenges

What might act as barriers to implementing the planned activities or achieving the expected outcomes? What can be done to minimize the effects of these anticipated challenges?

Potential risks and potential for maladaptation

What are risks or potential areas for maladaptation in implementing the planned activities or achieving the expected outcomes?