

Implementation Plan

Worksite Health Promotion Smoking Cessation Program

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Tasks	Resources required	Person Responsible	1998			1999	
				October	November	December	January
1. Pre-kickoff publicity							
a. Produce print media	Camera ready proofs	Project Coordinator					
b. Place newsletter article	Newsletter article Newsletter deadlines	Project Coordinator					
c. Pre-kickoff publicity status meeting	Meeting site Status reports	Meeting site: Intern Status reports: All					
d. Place print media at distribution points	Chart of distribution points Brochures and fliers Materials distribution log	Intern					
e. Mail management letter of support	Employee mailing list Mailing labels	Research Assistant					

★ Program kickoff and ending dates



Duration of subtask



Duration of task

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				October	November	December	January
2. Kickoff day logistics							
a. Recruit volunteers to register participants at kickoff event	List of employees on health committee Telephone	Research Assistant Intern					
b. Order anti-smoking aids (e.g., stress balls, chewing gum, hard candy)	Relevant product catalog	Project Coordinator					
c. Confirm date, time of event	Contact number of manager of event site	Research Assistant					
d. Confirm speakers for kickoff event	Contact numbers for speakers	Research Assistant					
e. Confirm catering for kickoff event	Contact number for caterer	Research Assistant					
f. Kickoff day logistics status meeting	Meeting site Status reports	Meeting site: Intern Status reports: All					
g. Train volunteers on registration procedures	Training room Training materials (handouts, overheads) Sample of registration	Project Coordinator Research Assistant					

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 Duration of subtask
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			October	November	December	January	February
3. Kickoff: Great American Smokeout Day				★ 11/18			
4. Post kick-off				 11/27 1/15			
a. Speaker 1	Contact number for speaker Site to hold meeting	Project Coordinator Research Assistant		■ 11/27			
b. Speaker 2	Contact number for speaker Site to hold meeting	Project Coordinator Research Assistant			■ 12/15		
c. Speaker 3	Contact number for speaker Site to hold meeting	Project Coordinator Research Assistant				■ 1/10	
d. Implementation status meeting	Meeting site Status reports	Meeting site: Intern Status reports: All			■ 12/14		
e. Lunch time stop smoking support groups	Site for group to meet	Research Assistant		■ 11/23	■ 12/7	■ 12/21	■ 1/4
f. Supportive E-mails	Sources of information about smoking and quitting E-mail list of participants	Research Assisant Intern		■ 11/29	■ 12/13	■ 12/28	■ 1/12

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Tasks	Resources required	Person Responsible	1998			1999	
				October	November	December	January
5. Program end date						★ 1/15	
6. Post program						 1/15 2/17	
a. Distribute postprogram evaluation	Evaluation forms Mailing list of participants Mailing labels	Project Coordinator Research Assistant Intern				 1/15 1/22	
b. Collect postprogram evaluation	Mail box/office in which to receive completed forms	Project Coordinator Research Assistant Intern				 1/18 2/1	
c. Enter evaluation data into database	SAS program Computer terminal	Statistician/ programmer				 1/18 2/5	
d. Prepare final report	Computer terminal Data reports (crosstabs)	Project Coordinator Statistician Research Assistant				 2/1 2/15	
e. Deliver final report	Final report (5 copies)	Project Coordinator				 2/17	

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Program kickoff and ending dates


Duration of subtask


Duration of task