PRE-PLANNING

Purpose:

In this stage you will document the rationale for program planning based on your current knowledge. This information will provide decision-making support about whether or not to proceed with program planning.

Planning is an essential component in building effective public health initiatives. *Pre-planning* starts the discussion about the public health need being considered and is an integral part of achieving the desired outcomes. At the end of this stage, you will know if you will be proceeding with subsequent PLAN stages and will determine the necessary tasks to complete your program planning.

TOOLS

- Pre-Planning Tool
- Scope of Work Tool

The **Pre-Planning Tool** should be completed and approved before any program planning is to be carried out. The Pre-Planning Tool is a preliminary, high-level assessment where data is not required; however, if it is readily available it may be beneficial to include.

When appropriate, program planning activities should be outlined in a Scope of Work, or depending on the size of the program planning initiative, the activities may require project management tools and methods.

The **Scope of Work Tool** provides details regarding the purpose of the work, activities to be completed, the time to be allocated, an expected completion date and the result (deliverable) to be achieved.

If the program planning activity will entail considerable resources or complexity, support from the Program Management Office is recommended. **A Project Request and, if approved, a Project Charter** outlines the tasks to be completed by the Project Team and provides information for decision-makers to approve the project's initiation and subsequent revisions. This tool provides a mutual understanding of the project scope, deliverables, timelines, reporting, governance and impact for everyone involved. You may want to use other project management tools recommended by the PMO throughout this process as well.

By following the steps in the *Pre-Planning* stage guide, you should be able to complete the **Pre-Planning Tool** and if necessary a **Scope of Work Tool** or **Project Request** for activities to be completed in the PLAN phase.

1: Identify factors prompting potential program planning

Step 1a: Complete the "Drivers" section of the **Pre- Planning Tool** with a list of factors prompting this program planning. Think of any internal and external factors to your team, and the health unit. Differentiate what you think and what you know, by using the evidence you have readily available. The sources of evidence that sparked your interest should be listed, but there is no need to describe the evidence at this stage. Some examples include new research evidence, perceived increase in need, and the changing political climate.

2: Brainstorm ideas & preliminary assessment

Step 2a: Complete the "Brainstorming & Idea Development" section in the **Pre-Planning Tool**. Be concise and intentional when answering the questions in these sections. You should also identify the public health need and any associated health inequities. To learn more about health equity and health inequities, please see The *Health Equity* concept guide.

3: Consider Mandate & Organizational Commitments

Step 3a: Complete the "Mandate & Organizational Commitments" section of the **Pre-Planning Tool**. Consider how the proposed program planning aligns with mandated standards. Public health mandates may include the Ontario Public Health Standards (Ministry of Health & Long-Term Care, 2018) and/or legislative requirements. Organizational commitments and considerations may include MLHU's Strategic Plan, partnership agreements, and/or PBMA criteria.

Step 3b: Complete the "Capacity" section in the **Pre-Planning Tool**. Before committing to the program planning, it is beneficial to document if your team has the ability and supports needed to further the initiative. Consult with the Program Manager regarding the ability of your team and supports required to proceed with the program planning. Think about who you will need support from within the organization. Some examples of internal supports are IT, Foundational Standard, and Communications. Support may also be in the form of additional information, human resources, professional development, and time.

4: Identify internal & external stakeholders

Step 4a: Complete the "Stakeholders" section of the **Pre-Planning Tool**. Think about stakeholders you will need at all stages of the program. For example, IT support staff may not be a key internal stakeholder in the PLAN phase; however, as you move into the IMPLEMENT phase, IT staff may be needed to support your program. Consider internal and external stakeholders to the health unit, those with lived experience, and those who are a part of the identified priority population. More information about priority populations and stakeholders can be found in the *Health Equity* concept guide and *Engage Stakeholders* concept guide, respectively.

5: Submit the Pre-Planning Tool for approval

When the **Pre-Planning Tool** is reviewed there is the choice to accept, reject or return it to you for revisions. If the **Pre-Planning Tool** is not accepted, then alternatives may need to be considered. If the **Pre-Planning Tool** is accepted, the next steps involve the completion of a **Scope of Work** or, if large enough a **Project Request**. The completed Pre-Planning Tool may be used for your reference when drafting the Scope of Work, the Project Request.

6: Begin drafting the Scope of Work Tool or a Project Request

Step 6a: Fill in the required information for the **Scope of Work** or **Project Request.** The completed "Capacity" section in the **Pre-Planning Tool** will inform who you will need specific support from for your planning.

Step 6b: Submit the **Scope of Work** or **Project Request** for approval.

Pre-Planning Stage Checklist	
Checklist items relevant to staff are dotted ; Checklist items relevant to Program Manager are solid	
☐	Complete the following sections of the **Pre-Planning Tool**:
	☐ Drivers
	☐ Brainstorming & Idea Development
	☐ Mandate & Organizational Commitments
	☐ Capacity
	☐ Stakeholders
☐	Discuss the information gathered in the **Pre-Planning Tool** with the key stakeholders to make a decision on whether or not to proceed with subsequent planning steps
☐	After reviewing and discussing the **Pre-Planning Tool** decide whether or not to proceed with subsequent planning steps
☐	Obtain approval to proceed with the **Scope of Work** or **Project Request**
☐	Determine who will work on the **Scope of Work** or **Project Request**
☐	Complete the **Scope of Work** or **Project Request**
☐	Send the **Scope of Work** or **Project Request** to the Program Manager for approval and others (if required)
☐	Review and approve the **Scope of Work** or **Project Request** . Obtain project approval from Director / SLT, if required.

References

Ministry of Health & Long-Term Care. (2018). Ontario Public Health Standards: Requirements for Programs, Services, and Accountability. Retrieved from **http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/protocols_guidelines/Ontario_Public_Health_Standards_2018_en.pdf**