**PRE-PLANNING TOOL**

The ***Pre-Planning Tool*** is a brainstorming tool to facilitate reflection about potential program planning activities. The ideas generated during brainstorming will support Management in making the decision on whether or not to move forward with a program planning activities.

*This is a preliminary, high-level assessment.*

**You do not** **need to describe the evidence** that supports your idea, however, please **identify the sources of evidence** that have sparked your interest (e.g. emerging data trends or community need, systematic review, grey-literature report, name of health unit providing similar programs).

| **Key Considerations** | **Response** |
| --- | --- |
| **Drivers** |
| *What are the factors prompting this potential program planning?**Examples: New research evidence; perceived increase in need; identified inequities within the community; changing political climate; changes to funding*  |  |
| **Brainstorming & Idea Development** |
| *Describe what you want to do?**Examples: Respond to an emerging problem; explore a new strategy/intervention* |  |
| *What is the public health need?* *How has the public health need been identified?**Examples: Is there an increasing prevalence of a disease/condition? Are specific populations being affected more than others? Is there a call to action in the community? Is there political will for addressing the public health need?*  |  |
| *Are there social determinants of health and health inequities are associated with the public health need?* *Examples: culture, gender, income, social status, social support & networks, education, employment, physical environments, coping skills* |  |
| **Mandate & Organizational Commitments**  |
| *How does this program planning relate to our public health mandate in the Standards for Public Health Programs and Services (2017)?* |  |
| *Are there other organizational commitments and considerations that relate to this area. Please specify.**Examples: Balanced Scorecard, Partnership agreements, Legislative requirements, Organizational Risk* |  |
| Capacity |
| *What capacity does the team have to work on this planning initiative?* |  |
| *What supports will you need for this program planning?* |  |
| Stakeholders |
| *Who are the key external stakeholders that will need to be involved?*  |  |
| *Who are the key internal stakeholders that will need to be involved?*  |  |

**Decision Point**

This is a key decision point for Management to determine the following:

* Start planning initiative
* Do not proceed with planning initiative

|  |
| --- |
| Management Decision |
| *Summarize the decision and rationale for the decision.** *Start program planning activities*
* *Do not proceed with program planning activities*
 |  |
| *Describe the next steps.* ***If proceeding:*** *Consider levels of approvals for the program planning activities, the scope of the program planning activities and the potential need for Project Management Office support.****If not proceeding****: Consider alternatives (monitor situation; re-scope; collaboration with others e.g. PHO, researchers.)* |  |