**Directions for the QIC-AG Site Work Plan**

**Purpose and Use of the Site Work Plan:**

* The site work plan is a tool to help sites plan, manage implementation of, report on, and evaluate their chosen intervention. The site work plan also helps sites to plan capacity building and dissemination activities that will take place throughout the year.
	+ The work plan includes activities broken out by large categories.
	+ The work plan lists all activities that the site will conduct over the course of the fiscal year (Oct – Sept).
	+ Major activities that will take place under each of the categories should be listed along with an estimated date of completion and the parties that are responsible for completing the activity.
* The site work plan helps sites to track implementation against expectations.
	+ Sites must list the quarter when each activity is completed, which highlights those activities that were not completed by the date initially indicated.
	+ An updated site work plan is submitted along with the Site Quarterly Reporting Form each quarter so that progress can be tracked.
* The site work plan helps to determine the costs that the site will incur throughout the year as a result of the QIC-AG.
	+ The site work plan should align with the cost plan.
	+ The cost plan will be compared against the site work plan to ensure that all costs are associated with tasks described in the site work plan.

**Creation of the Site Work Plan:**

* The site work plan should be completed in conjunction with the QIC-AG team.
* The site work plan must be completed and submitted to Ingrid Parks (iparks@spaulding.org) along with the cost plan by September 1st for years 3, 4 and 5 of the project. Year 2, the cost plan is not due until 1/31/15 and the site work plan is due by 10/31/15.
* The site work plan must be approved by Spaulding for Children in order to be considered final.
* The site should list the goal(s) of the QIC-AG that is specific to their site. The goal should be a broad, general statement about what the site hopes to accomplish and how the site plans to do it.
* The site work plan should be inclusive of all activities planned for the site regarding the QIC-AG project for the identified fiscal year. The sites will have a
* detailed implementation plan, dissemination plan and evaluation plan all of which should be incorporated into this overall site work plan.
* Rows can be added/deleted under each of the categories.
* Description of fields on the site work plan:
	+ ***Activities:*** Description of the activities that will be completed during the fiscal year that fall under the broad categories listed.
	+ ***Due Date***: The anticipated month and year that the activity will be completed.
	+ ***Accomplished in Quarter***: Check off the quarter when the activity was actually accomplished.
	+ ***Responsible:*** The person(s) who will be responsible for achieving the stated activity.
	+ ***Key:*** If abbreviations are used to identify the responsible party, please make sure you identify the full party name in the key section.

**Modification to the Site Work Plan:**

* It is anticipated that the site work plan will change over the course of the year. To ensure that these changes are tracked, sites can modify the site work plan in two ways:
	+ Minor changes that consist of one or two activities being added/deleted can be made to the existing work plan and described in the Site Quarterly Reporting Form.
	+ Changes that involve more than one or two activities being added/deleted must be re-submitted for approval. This work plan should clearly be marked as Version II and a description of the changes should be spelled out in the Site Quarterly Reporting Form. Modified site work plans should be submitted to Ingrid Parks. Modified site work plans have to be approved by Spaulding for Children in order to be considered final.