### Sample Work Plan Table

### (You are welcome to use your own Work Plan format)

**Work Plan for**: XYZ Injury Prevention Program

**Injury Problem(s)** to be addressed:

**Project Period**: Year X, 202X-202X

**Project Lead**: Coordinator

**Long-term Goal**: By the end of the project (year 5), there will be a 20 percent increase in children under 5 years of age riding in car seats (from 30% to 50%) at the XYZ community.

**Short-term objective**: Conduct 2 child safety seat check events in the XYZ community by the end of year 1.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Action Steps** | **Person(s) Responsible** | **Q1** | **Q2** | **Q2** | **Q4** |
| 1.1 Train child passenger safety (CPS) technicians | * Recruit candidates from partner program * Identify instructors and schedule training * Maintain current CPS technicians * Provide CEUS | Coordinator & County Health Department |  |  |  |  |
| 1.2 Plan child safety seat check events | * Recruit families for car seat checks * Create marketing materials (flyers) and distribute * Post ads on social media, newspaper, and radio * Set up referrals from WIC, Head Start, prenatal clinics | Coordinator & CPS techs |  |  |  |  |
| 1.3 Conduct child safety seat check events | * Provide infant, convertible, & booster seats * Evaluate for correct seat use and provide new seats as necessary * Provide education on correct use and installation | Coordinator & CPS techs |  |  |  |  |
| 1.4 Conduct child safety seat use and community survey | * Observe and track seat use * Conduct community survey to learn about Indigenous knowledge towards car seat use * Develop and pilot survey * Acquire responses during various events each year | Coordinator & CPS techs |  |  |  |  |
| 1.5 Provide education in the community on proper car seat use | * Create and distribute flyers with baseline data and local CPS laws * Create culturally relevant PSAs for social media, local media, billboards, etc. * Provide car seat curriculum to Head Start * Collaborate with local Head Start and daycare to implement curriculum | Coordinator, Head Start staff |  |  |  |  |
| 1.6 Support police department enhanced enforcement of current car seat laws | * Collaborate with local law enforcement in planning and publicizing * Obtain car seat citation data from law enforcement * Share injury data and observed usage rates data with law enforcement | Coordinator & Law Enforcement personnel |  |  |  |  |

*\*Goals and objectives should be specific, measurable, achievable, relevant, and includes a timeframe (SMART).*