

STEP 5: DEVELOP AN ACTION PLAN FOR IMPLEMENTATION OF THE PROGRAM

The action plan outlines the specific activities or projects that your organization will undertake to implement your LTBI treatment program. The plan should indicate:

- Each task or activity to be accomplished
- The person responsible
- The date when the task will begin
- The due date or deadline

The action plan incorporates the project timeline and establishes a feasible implementation schedule and a target date for having the program fully operational. Depending on the complexity of your particular situation, the target date could be several weeks or months into the future. Once the target date is set, calculate backward from that point to establish start dates and due dates for the implementation activities.

One helpful way to document your action plan is in the form of a written checklist that includes responsible parties and due dates. This will prove to be an invaluable tool, as it can function as a running tally of which tasks have been completed, when they were accomplished, and what remains to be done. It allows you to record and review your progress and prevents important elements from being overlooked. The [LTBI Program Action Plan](#), an easily modifiable template based on the steps and activities described in this Toolbox, is included in the Tools section.

ACTIVITY 5-A

Assign a staff person to be in charge of the implementation process.

ACTIVITY 5-B

Design or adopt a checklist or action plan outline to use as a planning tool. The plan should include:

- All activities and tasks to be accomplished
- The person responsible for each activity, task, or phase of the plan
- The timeline for implementation, including a feasible target date for the program launch and start dates and due dates for each activity

ACTIVITY 5-C

Distribute the action plan to everyone who is responsible for one or more of the activities or tasks and to other stakeholders as appropriate.

ACTIVITY 5-D

Review and update the action plan regularly to reflect completed activities, revised deadlines, and any new situations that arise. Distribute the updated plan to keep everyone apprised.