Timeline (Lifecycle) for Implementing Falls Prevention Project

Four phases in a project lifecycle:

- Phase 1 - Needs assessment
- Phase 2 - Project planning
- Phase 3 - Implementation
- Phase 4 - Evaluation

<table>
<thead>
<tr>
<th>Phase 1 Needs Assessment</th>
<th>Phase 2 Project Planning</th>
<th>Phase 3 Implementation</th>
<th>Phase 4 Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify your specific Falls Prevention focus area or areas.</td>
<td>Identify, with your team, your goal for the project. What do you want to accomplish?</td>
<td>Start the project (go-live date)</td>
<td>What are the desired outcomes of your project?</td>
</tr>
<tr>
<td>Identify the ways that your community or organization interfaces with seniors</td>
<td>Develop possible solutions to bring about the change.</td>
<td>Promote the project</td>
<td>How will you measure them?</td>
</tr>
<tr>
<td>Identify resources (community and organizational strengths)</td>
<td>Plan activities (who, what, where, when, how).</td>
<td>Monitor the project: Are you accomplishing your actionable goals?</td>
<td>Benchmarks that contribute to your knowledge and understanding of the problem and solutions in your community or organization.</td>
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<tr>
<td></td>
<td>Identify the outcomes linked to these activities.</td>
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<td></td>
<td>Prepare a budget. What resources will you need? Where will you get them?</td>
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**Key Questions to Ask Yourself and Your Team:**

*Why do we want to implement an evidence-based falls prevention program?*

*What program(s) are needed in our community?*

*Who can provide the program(s)?*

*Where can the program(s) be delivered?*

*How will we fund and sustain the program(s)?*

*Identify our major strengths and challenges*
Program Goals:

*Example- Goal 1: By May 1st, 2020, 150 older adults living in the X community will have completed Y program to reduce their risk of falls*

Name of Program-

**Actionable Goals:**

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

Objectives and outcomes- When you identify your own objectives and outcomes, be sure they are "SMART":

- Specific
- Measurable
- Achievable
- Relevant (and realistic)
- Trackable

**Example- Name of Program**

**Goal 1- 150 older adults living in ...**

**Objectives and Outcomes:**

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Outcomes</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>1. Example: Recruit &amp; Enroll Participants</td>
<td>Example:</td>
<td>Example</td>
</tr>
<tr>
<td>A. Host information session by January</td>
<td></td>
<td>2/19</td>
</tr>
<tr>
<td>B. Partner with local healthcare providers</td>
<td></td>
<td>3-4/19</td>
</tr>
<tr>
<td>C. X # of participants recruited</td>
<td></td>
<td>5/19</td>
</tr>
<tr>
<td>D. X# of participants enrolled by June 2019</td>
<td></td>
<td>6/19</td>
</tr>
</tbody>
</table>
# Program Planning for Evidence-Based Falls Prevention

NCOA CHA Annual Meeting 2018

**Name of Program**

**Goal 1:**

### Objectives and Outcomes:

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<td>4.</td>
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### Tentative Timeline

*Example* - Goal 1: 150 older adults ... Year 2019 Quarters 1-3

Objective 1: Recruit & Enroll Participants

Outcomes/Subgoals:

A Info session  
B Healthcare partnership  
C Recruited x number  
D Enrolled x number

**Name of Program - Goal, Objective & Subgoals**

**Objective 1:**

Quarter ______ Year ______

A ___________  B ___________  C ___________  D ___________

**Objective 2:**

Quarter ______ Year ______

A ___________  B ___________  C ___________  D ___________
Resources:

* Preventing Falls: A Guide to Implementing Effective Community-Based Fall Prevention Programs
  https://www.cdc.gov/homeandrecreationalsafety/falls/community_preventfalls.html

* At A Glance: The six steps for planning a health promotion program

* Aging and Disability Business Institute Readiness Assessment Tool
  https://www.aginganddisabilitybusinessinstitute.org/assessment-intro/