

Community-Driven Health Equity Action Plans: National Academy of Medicine Timeline Example

2018

<i>Month</i>	<i>Task</i>
August	First In-Person Community Meeting (August 8-9: Washington, DC) <ul style="list-style-type: none"> - Community Teams, advisors, and NAM staff meet in-person
September	Community Team <ul style="list-style-type: none"> - Discuss model for developing Community-Driven Health Equity Action Plans
October	Community Team <ul style="list-style-type: none"> - Discuss area of focus of plan and goals Monthly Team and Facilitator Call <ul style="list-style-type: none"> - Update NAM staff and community teams about progress
November	Community Team <ul style="list-style-type: none"> - Refine vision of plan - Map out challenges of community that relate to vision and focus area - Identify leverage opportunities given unique community context Monthly Team and Facilitator Call <ul style="list-style-type: none"> - Update NAM staff and community teams about progress
December	Core Team and Community Extension Team meeting <ul style="list-style-type: none"> - Finalize vision and goals, community context, and report recommendation(s) of focus

2019

January	Community Team <ul style="list-style-type: none"> - Draft strategy/tactics, stakeholders, and timeline plan components Monthly Team and Facilitator Call <ul style="list-style-type: none"> - Update NAM staff and community teams about progress
February	Community Team <ul style="list-style-type: none"> - Continue refining strategy/tactics, stakeholders, and timeline in advance of second in-person meeting - Submit draft plans to NAM - NAM staff review drafts and return to community teams

	<p>Monthly Team and Facilitator Call</p> <ul style="list-style-type: none"> - Discuss questions for submitted draft plans - Update NAM staff and community teams about progress
March	<p>Second In-Person Community Meeting (March 12-13: Washington, DC)</p> <ul style="list-style-type: none"> - Send draft plans to advisors in advance of meeting - Teams attend meeting with first draft of plan for refinement
April	<p>Community Team</p> <ul style="list-style-type: none"> - Update plan based on March meeting - Refine strategy/tactics, stakeholders, and timeline plan components <p>Monthly Team and Facilitator Call</p> <ul style="list-style-type: none"> - Update NAM staff and community teams about progress
May	<p>Community Team</p> <ul style="list-style-type: none"> - Finalize strategy/tactics, stakeholder, and timeline plan components <p>Monthly Team and Facilitator Call</p> <ul style="list-style-type: none"> - Update NAM staff and community teams about progress
June	<p>Community Team</p> <ul style="list-style-type: none"> - Draft sustainability plan component <p>Monthly Team and Facilitator Call</p> <ul style="list-style-type: none"> - Update NAM staff and community teams about progress
July	<p>Community Team</p> <ul style="list-style-type: none"> - Refine sustainability plan component <p>Monthly Team and Facilitator Call</p> <ul style="list-style-type: none"> - Update NAM staff and community teams about progress
August	<p>Community Team</p> <ul style="list-style-type: none"> - Refine full plan for submission to NAM staff <p>Monthly Team and Facilitator Call</p> <ul style="list-style-type: none"> - Update NAM staff and community teams about progress
September	<p>Community Team</p> <ul style="list-style-type: none"> - Full plan draft due to NAM staff - NAM staff review and return plans to community teams <p>Monthly Team and Facilitator Call</p> <ul style="list-style-type: none"> - Discuss questions for submitted plans - Update NAM staff and community teams about progress

October	Third In-Person Community Meeting (October 28-29: Washington, DC) <ul style="list-style-type: none"> - Focus on core messages in advance of meeting - Bring updated plan drafts to in-person meeting
November	Community Team <ul style="list-style-type: none"> - Refine and finalize plans based on October meeting - Schedule any follow-up calls with staff and/or advisors - Discuss 2-Pager if applicable NAM Advisor Feedback <ul style="list-style-type: none"> - Submit plan drafts and questions for advisors - NAM advisors return reviewed plans - Individual team calls with advisors to discuss feedback
December	Final Plan and 2-Pager (if applicable) due to NAM <ul style="list-style-type: none"> - Final plan should consist of the 7 plan components fully flushed out - Graphics are optional NAM Staff Feedback <ul style="list-style-type: none"> - NAM staff reviews plans for final questions - NAM staff sends final clarifying questions - Submit final plans to NAM staff