# Deliverables Template

Directions: Use this template to ensure that you have all the needed deliverables to identify the key areas for alignment, collaboration, and focus as you move from your current to future state.

**Finalized SMART Goal**

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| **SMART Goal:** Please enter your finalized SMART goal in the white space below.   * Specific * Measurable * Agreed Upon * Realistic * Time-Based   **For example:** By December 31, 2019, reduce the percent of 9th graders in [defined area] who are obese from 8% baseline to 7%. |
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**Health Equity Inventory (HEI) Report**

1. Make any needed updates to your HEI to capture all activities related to your SMART goal
2. Run the following analyses (click for complete [HEI User Instructions](https://www.aamc.org/download/473490/data/buildingasystemsappraoch-inventoryinstructions.pdf)):
   1. Everything you are doing related to your updated SMART goal.
      * Click on the “Filters” tab.
      * Make your selections in the blue “Initiatives Data Table Filtering” screen.
      * Select the data related to your SMART goal. For example, if you’re interested in work addressing food access, click on the “Food Access” button in the “Filter by Outcome of Interest” box. To choose multiple options use the ‘Ctrl’ (PC) or “Command” (Mac) key prior to selecting options.
      * The “Initiatives” tab will now show only “Food Access”-related activities. All other data will be hidden (not deleted!).
      * Open a new Excel workbook and save it as “School/Institution HEI Results”
      * Select the entire analysis from the “Initiatives” tab using ‘Ctrl’+ a (PC) or “Command” + a (Mac).
      * Copy the entire analysis into your new workbook using ‘Ctrl’+ c (PC) or “Command” + c (Mac).
      * Label the sheet “Initiatives”
   2. All partners associated with your updated SMART goal.
      * Click on the “Report” tab.
      * Select the data related to your SMART goal. For example, if you’re interested in work addressing food access, click on the “Food Access” button in the “Select Outcomes of Interest” box. To choose multiple options use the ‘Ctrl’ (PC) or “Command” (Mac) key as above.
      * Expand all categories in the “Initiative Domain” column by clicking on the ‘+’. The information in the other columns should appear.
      * Select the entire analysis using ‘Ctrl’+ a (PC) or “Command” + a (Mac).
      * Copy the entire analysis using ‘Ctrl’+ c (PC) or “Command” + c (Mac).
      * Add a new sheet to your Results workbook and label the sheet “Activities and Partners.”
      * Paste the entire analysis into the new sheet using ‘Ctrl’+ v (PC) or “Command” + v (Mac).

**Gap Analysis:** Conduct a gap analysis based on your mapping, the webinar feedback, and the HEI analyses just conducted, please enter information requested below.

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| **Activities and Goals:** Describe any gaps and/or opportunities that were identified. For example:   * Program X and Y were redundant and could be merged. * The goal of program Z did not roll up to our overarching goal. * Program S was not achieving results and should be ended. * The goal of program B is not a SMART goal and should be rewritten. |
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| **Internal Partners:** Enter missing partners or overutilized partners. For example:   * Dr. Jones from the School of Nursing is involved in 8 of our programs. * The Pediatrics department is not engaged with Program P and should be. |
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| **External Partners:** Enter any missing partners or overutilized partners   * Community based organization A is involved in eight of our programs. * The Health Department needs to be involved in programs W, T, and S. |
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**Impact Analysis**

1. Look at the entire portfolio of activities that comprise your current system and contribute to your SMART goal,
2. Identify three changes, additions and/or alignments based on your gap analysis above that your team believes would have the most impact on your system’s ability to reach your goal.

Click here to enter text.