**2017 US Virgin Islands Walkability Institute**

June 13-14, 2017

Bennie & Martha Benjamin Foundation Conference Center

Juan F. Luis Hospital

4007 Est Diamond Ruby Christiansted, St Croix, VI 00820

**Step It Up!: Action Plan to Increase Walking and Walkability**

**Team Action Plan (TAP) Overview: Guidance**

**TAP Guidance:**

For the project, island teams are to develop an action plan of short- and long-term implementation outcomes, with a **minimum of at least one specific overarching goal and ensuing action steps**. (*We encourage you to submit more than one goal!*) Potential outcomes could reflect those outlined in the “Step It Up!: US Surgeon General’s Call to Action to Promote Walking and Walkable Communities” or Smart Growth strategies. The US Virgin Islands Department of Health, TEPHINET, and CDC encourage island teams who can target more than one policy, system, or environmental (PSE) outcome to do so.

For each goal, island teams are to include action steps to help achieve the stated goal.

* The goal(s) must be written in Specific, Measurable, Attainable, Realistic, and Time (**SMART**) format.

Chart rows within the template may be edited to reflect the space needed by the island team’s goals and action steps.

* The template is designed for three action steps per goal. Island teams may adjust the chart for their needs by adding or decreasing the number of chart rows.
* If an island team targets more than three goals, please expand the action plan template by copying and pasting the existing sections.

For more information, visit the USVI Walkability Institute website at: <https://islandcustom2014.wixsite.com/2017usviwiworkshop>

**TAP: PSE Goal Implementation**

**Name of Island Team**: **Please insert MPO/regional team**

**Goal #1**: Click here to enter Goal #1 in SMART format

**Estimated reach**: Please enter the estimated number of people and target population for this goal

\*Please note that you may include as few or as many action steps as you need to accomplish the goal. You may delete unused rows or add additional rows if you include more than three action steps.

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| **Action Steps (to include timeline):***Action Steps are specific activities, benchmarks, or achievements that assist in accomplishing the goal; the timeline is an estimated completion date for that stated action step* | **Responsible Party:***Agency or individual responsible for achieving the action step*  | **Additional Comments:***Added comments or resources useful for achieving the action step* |
| **Action Step 1.1:**By (insert month/year), enter action step here (row will expand) |  |  |
| **Action Step 1.2:**By (insert month/year), enter action step here (row will expand) |  |  |
| **Action Step 1.3:**By (insert month/year), enter action step here (row will expand) |  |  |

**Goal #2**: Click here to enter Goal #2 in SMART format

**Estimated reach**: Please enter the estimated number of people and target population for this goal

\*Please note you may include as few or as many action steps as you need to accomplish the goal. You may may delete unused rows, or add additional rows if you include more than three action steps.

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| **Action Steps (to include timeline):***Action Steps are specific activities, benchmarks, or achievements that assist in accomplishing the goal; the timeline is an estimated completion date for that stated action step* | **Responsible Party:***Agency or individual responsible for achieving the action step*  | **Additional Comments:***Added comments or resources useful for achieving the action step* |
| **Action Step 2.1:**By (insert month/year), enter action step here (row will expand) |  |  |
| **Action Step 2.2:**By (insert month/year), enter action step here (row will expand) |  |  |
| **Action Step 2.3:**By (insert month/year), enter action step here (row will expand) |  |  |

**Goal #3**: Click here to enter Goal #3 in SMART format

**Estimated reach**: Please enter the estimated number of people and target population for this goal

\*Please note that you may include as few or as many action steps as you need to accomplish the goal. You may may delete unused rows, or add additional rows if you include more than three action steps.

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| **Action Steps (to include timeline):***Action Steps are specific activities, benchmarks, or achievements that assist in accomplishing the goal; the timeline is an estimated completion date for that stated action step* | **Responsible Party:***Agency or individual responsible for achieving the action step*  | **Additional Comments:***Added comments or resources useful for achieving the action step* |
| **Action Step 3.1:**By (insert month/year), enter action step here (row will expand) |  |  |
| **Action Step 3.2:**By (insert month/year), enter action step here (row will expand) |  |  |
| **Action Step 3.3:**By (insert month/year), enter action step here (row will expand) |  |  |