NEW MEXICO DEPARTMENT OF HEALTH

DIVISION: [Enter DOH division] **REGION/BUREAU/OTHER:** [Enter the group completing the plan]
FY16 STRATEGY EXECUTION PLAN
5/31/2015, 11:43:00 AM
SUMMARY Page 1 OF 2

Summary Overview:

[Enter a short, succinct, high-level summary of what your team is *seeking to achieve overall with all the action items* that you're including in this plan. Include the period of time that the plan covers. That will generally be one fiscal year, beginning in July.]

Note: This template consists of a two page summary, and then as many one page action items as you need. The headers are separate, so you'll need to enter header data on page one AND on page three.

Note: This plan is meant to be completed by self-directed teams, NOT by managers on behalf of teams. The role of managers is to review the plan with the team, ask for whatever revisions are needed and then approve the plan. Managers and teams should review progress on a quarterly basis, whenever the team needs assistance in clearing obstacles or when either the team or the manager wishes to discuss the plan. Plans should be completed for each fiscal year. Begin the plan a few months before the fiscal year starts.

Note: This page has six text boxes. Keep all six text boxes on a single page. You can use larger or smaller type, you can expand or contract the size of individual text boxes, but don't expand the number of pages. This template is meant to focus on action, not on documentation. Brevity is harder to achieve than comprehensive descriptions, but will keep the focus on the most critical areas. The intention isn't to produce a lengthy document, it's to rapidly produce a plan and then move rapidly into executing that plan. For descriptions/explanations, less is definitely more. You should be able to complete an entire plan in about one week.

Top Three Priorities:

[List the top three outcomes that your team is *seeking to achieve overall* with this plan. Your top three priorities can be summary priorities—higher level than the outcomes that your team has targeted with individual action items—OR they could be the outcomes for your top three action items. Your team makes that call.]

Summary of Key Performance Measures to Assess Progress and/or Success:

[List the most important performance measures that your team is using to assess overall progress and/or success for this plan. Your key performance measures can be summary and higher level than the measures your team is using for individual action items, OR they could be the measures you're using for your top action items. Your team makes that call.]

Summary of Most Significant Expected Obstacles:

[Enter the greatest challenges/obstacles that your team expects to encounter overall in executing this plan. Your most significant obstacles can be higher level than the obstacles that your team lists for individual action items, OR they could be the most significant obstacles that your team expects to encounter with your highest priority action items. Your team makes that call.]

Summary of Key Additional Resources, Including Funding, Needed to Reach Performance Targets:

[Enter a short, succinct high level summary of the additional resources that your team feels they will need to achieve the outcomes that have been targeted with this plan. This box is asking for a summary description, not for a calculation.]

Note: Make sure that in determining resource needs, your team has fully explored how to achieve those same objectives within the constraints of current levels of resources/funding/staff because if not, your manager will ask why not.

[Add up what your team entered in the "*Additional Resources Needed and Estimated Costs*" boxes on all your action items and list the total for all action items here. This box is asking for a roll up number, along with any explanatory notes that your team considers necessary.]

Note: The focus here is on how much additional resources/funding/staff time your team feels is needed to complete the plan. Existing levels of funding should NOT be included, only what would be additional to current levels.

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Quarterly Projections (*sum performance targets from action items, update with actuals*):

Summary of Projected & Actual Milestones, First Quarter:

[List by number your projected milestones for each action item by quarter. This information is taken directly from action item pages from the text box labeled "*Target Milestones for Quarter 1, Quarter 2, Quarter 3 and Quarter 4.*"

1. Q**1** projected and actual milestone for action item **1**
2. Q**1** projected and actual milestone for action item **2**
3. Q**1** projected and actual milestone for action items **3** etc.]

Note: List *projected* milestones in blue. *When the quarter is complete*, update with *actual* milestones in green.

Note: There are four text boxes on this page. Keep all four text boxes on a single page. Your can change the size of the type, and expand or contract individual text boxes. If you have too many action items to list on one page, only list milestones for your highest priority action items.

Note: This page provides projected milestone information for action items. That information is already provided on your action item pages. So why are you re-listing that same information here? This page allows the team and the manager to see all the work that the team is targeting for each quarter. It's valuable as a high level tool to assess whether the team has the capacity to complete all the milestones that they're targeting. It's also a useful tool to refine business planning when at the end of the quarter the team enters actual outcomes achieved and compares actuals to projected targets.

Summary of Projected & Actual Milestones, Second Quarter:

[enter:
1. Q2 projected and actual milestone for action item 1
2. Q2 projected and actual milestone for action item 2
3. Q2 projected and actual milestone for action item 3 etc.]

Summary of Projected & Actual Milestones, Third Quarter:

[enter:
1. Q3 projected and actual milestone for action item 1
2. Q3 projected and actual milestone for action item 2
3. Q3 projected and actual milestone for action item 3 etc.]

Note: So what would these entries look like? Please see the box for Fourth Quarter below for some examples:

Summary of Projected & Actual Milestones, Fourth Quarter:

1. **Further reduce steps in hiring process from 18 to 14.** Completed—hiring process reduced to 12 rather than 14 steps.
2. **Develop/finalize implementation plan for diabetes prevention clinics in PHOs.** Completed. Project launch in FY16 Q1
3. **Cut vacancy rate by a minimum of 3 percent by quarter end.** Achieved. Vacancy rate reduced from 14 to 9 percent.
4. **Launch 5-2-1-0 in a minimum of 20 additional school sites.** Completed. 5-2-1-0 now live in 83 school sites.
5. **Process map contract approval process to streamline and shorten approval time.** Completed. Currently eliminating steps.
6. **Partner with ERD to link epi data to regional management response in real time.** Initial discussion completed.
7. **Finalize MOU with regional states for governance on WIC MIS application.** Failed. State systems not compatible. Regrouping.
8. **Initiate pilot project with SPO to improve NeoGov eligibility algorithm.** Completed. Expected to complete FY16 Q1
9. **Aggregate key partners re major new effort to turn the curve on obesity in NM.** Task force now complete. Strategy in place.

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ACTION ITEM NUMBER: 1

Action Item & Approach: If applicable, provide evidence for the intended approach

[Enter a short, succinct summary of what your team is seeking to achieve with this action item, and the approach that your team is intending to take.]
Note: keep each action item on one page. Your can shrink the text size and reduce/expand the text box sizes. Fill out ALL boxes. Every item on this page has proven to be critically important to successful execution of action items.

Priority of this Action Item (*high, medium or low*): [Enter] | **Action Item Owner:** [Enter--MUST be one person]

Alignment to DOH Strategic Results (*check all that apply—see DOH Strategic Plan for details*):

☐ **Improved health outcomes for New Mexico**   ☐ **Improved DOH administrative processes**
☐ **Improved work environment for DOH staff**

How does this action item align to DOH Strategic Results—why is this a priority?

[Briefly explain how this action item aligns to DOH's three strategic results outlined in its current strategic plan. Also, check the results in the box above that this action item aligns to.]
Note: Review the current DOH strategic plan for essential additional detail on current strategic results and related strategic directions. If your team feels that an action item is needed that does NOT align to one of the three strategic results listed above, your manager will expect a very good explanation from the team for why this should be approved.

List key internal or external partners. If a JOINT action item with another DOH division, list the division(s):

[Enter this information.] *Note: on average, about half of the team's action items should probably be joint with other divisions, departments or other partners. A team that has no joint action items is probably not sufficiently integrated across government.*

What is the communications plan for this action item? Who needs to be informed?

[Enter who will be impacted by this action item, and hence who needs to be communicated with to successfully complete this action item. How will your team approach the need for internal and external communication? Summarize that here.]
Note: An effective communication plan can be formal or informal, but to neglect effective communication seriously degrades the probability of success for an action item. The team needs to take active measures to assure that communication is not inadequate.

How will progress and success be measured?

[List the key outcome that the team is seeking to achieve for this action item. If needed, list additional measures that will demonstrate that the key outcome has been achieved. If applicable, evidence could include published research findings or other means to demonstrate validity of the intended approach] *Note: outcomes should be concrete and measureable. Your team's key outcome should be addressed incrementally by the quarterly milestones your team projects.*

Target Milestone(s) for Quarter 1, Quarter 2, Quarter 3 & Quarter 4:

Q1: [List incremental milestone for quarter 1.]	Q2: [List incremental milestone for quarter 2.]
Q3: [List incremental milestone for quarter 3.]	Q4: [List incremental milestone for quarter 4.]

Additional resources needed and estimated costs:

[Briefly list additional resources the team feels are needed to succeed with this action item, if any. List related costs. *Note: the team should consider how to achieve the outcome at current resource levels. If action items are only targeted with a requirement of additional funding, very few action items would ever happen.*

Other information:

[Briefly list any other information that the team considers pertinent.] *Note: on key outcomes and quarterly milestone projections, the team must use projections that are: 1) specific, 2) measureable 3) attainable 4) relevant and 5) time-bound. Target milestone projections are not only listed here, but need also to be listed on page 2 of the plan. For external action items, the team man need to provide the target group(s) (geographic (e.g. county, region) or other demographic groups (e.g. race/ethnicity, sex, age) to which the action item will be directed.*

Action Item & Approach:

Follow the same approach for completing as many action items as the team feels that it needs to achieve the overall outcomes that the team has targeted with this plan. All action items should be completed similarly to the directions that were provided in action item 1.

Priority of this Action Item (*high, medium or low*):	**Action Item Owner:**

Alignment to DOH Strategic Results (*check all that apply—see DOH Strategic Plan for details*):

☐ **Improved health outcomes for New Mexicans**	☐ **Improved DOH administrative processes**
☐ **Improved work environment for DOH staff**	

How does this action item align to DOH Strategic Results—why is this a priority?

List key internal or external partners. If a JOINT action item with another DOH division, list the division(s):

What is the communications plan for this action item? Who needs to be informed?

How will progress and success be measured? If applicable, provide evidence for the intended approach.

Target Milestone(s) for Quarter 1, Quarter 2, Quarter 3 & Quarter 4:

Q1:	Q2:
Q3:	Q4:

Additional resources needed and estimated costs:

Other information: