

**Diabetes Prevention and Control Program (DPCP) 101: A Foundational Course for  
Program Managers  
October 6, 2010**

## Activity Guide

Through this activity, you will have an opportunity to develop some of the basic components of an Annual Action Plan and Evaluation Plan. Based on the examples of DPCP projects/interventions provided, work in small groups to address each of the questions below.

Before beginning, your group will need to select a:

- Facilitator: \_\_\_\_\_
- Recorder: \_\_\_\_\_
- Timekeeper: \_\_\_\_\_
- Reporter: \_\_\_\_\_

Remember that there is no one “right answer” to any of the questions, but *do* use the definitions/examples/material provided in this course to inform your responses.

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**1. Develop a 5-year Project Period Objective (PPO) for the DPCP project/intervention.** Your objective should be SMART (specific, measurable, achievable, relevant/realistic, and time-bound), and should describe the desired impact on the problem/target population.

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**Hint:** Imagine that you are developing an actual PPO that you will enter into the Management Information System (MIS) as part of your Annual Action Plan. For the PPO you have written above, can you complete the following fields required in the MIS?

- Describe the objective (Who benefits? What happens to them? By when?) and how it will impact the problem/target population?

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- What will be measured?

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- What is the direction of change?
  - \_\_\_\_\_ Increase
  - \_\_\_\_\_ Decrease
  - \_\_\_\_\_ Maintain

- What is the unit of measurement?
  - \_\_\_\_\_ Number
  - \_\_\_\_\_ Percent
  - \_\_\_\_\_ Proportion

- What is the baseline:
  - \_\_\_\_\_
  - \_\_\_\_\_ Unknown

- What is the target?
  - \_\_\_\_\_

**2. Indicate which of the 4 Diabetes Program Goals your PPO addresses.**

- \_\_\_\_\_ Prevent diabetes.
- \_\_\_\_\_ Prevent the complications, disabilities, and burden associated with diabetes.
- \_\_\_\_\_ Eliminate diabetes-related health disparities.
- \_\_\_\_\_ Maximize organizational capacity to achieve the National Diabetes Program goals.

**3. What Data Source(s) will you use to measure your PPO? (These may be existing data sources, or ones that you will develop.)**

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**4. Develop a SMART Annual Objective that aligns with your PPO.**

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**Hint:** Imagine that you are developing an actual Annual Objective that you will enter into the Management Information System (MIS) as part of your Annual Action Plan. For the Annual Objective you have written above, can you complete the following fields required in the MIS?

- Describe the objective (Who benefits? What happens to them? By when?) and how it will impact the problem/target population?

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- What will be measured?

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- What is the direction of change?
  - \_\_\_\_\_ Increase
  - \_\_\_\_\_ Decrease
  - \_\_\_\_\_ Maintain

- What is the unit of measurement?
  - \_\_\_\_\_ Number
  - \_\_\_\_\_ Percent
  - \_\_\_\_\_ Proportion

- What is the baseline:
  - \_\_\_\_\_
  - \_\_\_\_\_ Unknown

- What is the target?
  - \_\_\_\_\_

**5. What Data Source(s) will you use to measure your Annual Objective?**  
(These may be existing data sources, or ones that you will develop.)

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**6. Describe how this Annual Objective will help achieve the desired impact described in the PPO.**

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**7. Develop 1-2 Activities associated with this Annual Objective.**

Activity #1

- Title:

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- Description:

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Activity #2

- Title:

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- Description:

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**8. List 1-2 Products (tangible “outputs”, deliverables, or services) associated with this Annual Objective.**

Product #1

- Title:

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- Description:

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Product #2

- Title:

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- Description:

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**9. Develop 2-3 key Evaluation Questions for this project/intervention.**

(Hint: Evaluation questions answer the “who, what, when, where, and why” of the products produced and the impact achieved through the project/intervention. These questions should guide the evaluation process and be linked to the objectives.)

1) \_\_\_\_\_

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2) \_\_\_\_\_

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3) \_\_\_\_\_

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