**Sample: Program Plan Summary**

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Date:** |  |
| **Program Name** |  |
| **Program goal** |  |
| **Why is the program needed? (Brief)** |  |
| **Benefits (To the organization; patients; employees; others** |  |
| **Specific objectives** |  |
| **Strategy** Use the WPV program components as a framework to present summary of strategies e.g., * Develop WPV Zero Tolerance policy
* *Engineering controls* needed e.g.,Physical and environmental safety and security measures to be addressed
* *Administrative controls* e.g.,
	+ Identifying, tracking and managing patients/visitors at high risk for violence
	+ Violence reporting and incident response processes
	+ Post incident management and incident investigation
	+ Policy and procedures for employee groups who are at higher risk for exposure to violence for proactive safety and security audits and security rounding
	+ Education and training for employees including protective behavior training (de-escalation
* Communications planning
* Define target stakeholders and depts./units to be included
 |  |
| **Implementation and Management of the Program** |  |
| **List Program Champion; coordinator and WPV committee members or attached the WPV Committee Charter (Tool 2f)** |  |
| **Meeting schedule** |  |
| **Measuring and Monitoring Success*** How will you measure initial and ongoing success of the program?
* How will program implemented be monitored e.g., communicated to leadership
 |  |
| **Resources needed:**Budget; personnel; time; other |  |
| **Facilitators and Barriers to Program Implementation*** What must happen for program success? e.g., leadership support; budget for specific solutions (e.g., security staff, changes to the physical environment)
* Project constraints or potential barriers to implementation and program sustainability
 |  |
| **Implementation steps and timeline/milestones**Summarize – the details project plan can be attached as an appendix as needed **(Tool 3i)** |  |
| ***Executive signature for support for WPV Program Implementation /Date*** |  |