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**HELLO planning template**

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| **Area of Focus** | | | |
| **Which area of HELLO are you focusing on (eg section A1&2, B1, C1-3)?** | | **What is the goal of your action plan?** | |
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| **What will you do?** **When will it start and finish?** | | | |
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| **What resources will you need?** | | **Who will be involved?** **What will you tell them and when?** | |
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| **Evaluation** | | | |
| **How will you measure effectiveness of your plan?** | **Who needs to be involved?** | **What resources do you need (eg questionnaires/WellComm)** | **Assign dates for pre and post measures.** |
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| **Other notes** |
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