­

**HELLO planning template**

|  |
| --- |
| **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?**  |
|  |  |
| **What will you do?** **When will it start and finish?** |
|  |
| **What resources will you need?**  | **Who will be involved?** **What will you tell them and when?** |
|  |  |
| **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.** |
|  |  |  |  |

|  |
| --- |
| **Other notes**  |
|  |