### STEPS Implementation Plan

#### Executive Summary

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Current situation |  |

|  |  |
| --- | --- |
| Goals |  |

|  |  |
| --- | --- |
| Scope |  |

|  |  |
| --- | --- |
| Resources |  |

|  |  |
| --- | --- |
| Budget |  |

#### Current Situation

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Previous risk factor surveys | Specify if a risk factor survey has already been conducted in this setting. |

|  |  |
| --- | --- |
| Data availability | Specify risk factor data availability in this setting. |

|  |  |
| --- | --- |
| Infrastructure and capacity | Specify if there already an infrastructure (human capacity, equipment, other) on which STEPS could be built. |

|  |  |
| --- | --- |
| Rationale | Specify the rationale for conducting chronic disease risk factor surveillance. (See Part 1, Section 1, Rationale for Surveillance). |

#### Goals and Objectives

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Goals | Identify the planned goals or use for the information gathered. For example, as a contribution to ongoing data collection to:* Describe the current levels of risk factors for chronic diseases in this population
* Track the direction and magnitude of trends in risk factors
* Plan or evaluate a health promotion or preventive campaign
* Collect data from which to predict likely future demands for health services
 |

|  |  |
| --- | --- |
| Objectives | Specify objectives that support gathering 'essential' information only. |

#### Scope

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Overview of scope | Specify the scope of surveillance to be conducted over time, ie Step 1, Step 2 or Step 3, plus coverage of core, expanded and optional items. |

|  |  |
| --- | --- |
| Sample size | Identify the sample size and sample frame that will be used |

|  |  |
| --- | --- |
| Geographical coverage | Identify geographical coverage |

|  |  |
| --- | --- |
| Timeframe | Describe the broad timeframes |

|  |  |
| --- | --- |
| Sustainability and future surveys | Specify if STEPS sustainability can be assured and plans for future surveys. |

#### Resources

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Personnel required | Specify required resources in terms of all personnel required for the surveillance. |

|  |  |
| --- | --- |
| Equipment | Specify required resources in terms of all equipment required for the surveillance. |

|  |  |
| --- | --- |
| Facilities | Specify required resources in terms of all facilities required for the surveillance. |

|  |  |
| --- | --- |
| Resources already committed | Describe resources that have already been committed or which are expected, including support from WHO |

|  |  |
| --- | --- |
| Resources required from other organizations | Specify resources required from other organisations involved |

#### Action Plan

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Plan | Provide a chart of the main tasks with estimated start dates and timeframes for completion of each phase. |

#### Communication Strategy and Publicity

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Publicity plan | Specify methods for informing and involving community leaders and community groups in the STEPS surveillance project. |

#### Reporting and Disseminating Results

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Reporting | Describe to whom and how the results will be reported and disseminated. |

#### Budget

|  |  |
| --- | --- |
| Introduction |  |

|  |  |
| --- | --- |
| Budget | Provide a detailed budget that includes:* total funds required for each year planned to implement all STEPS activities as identified in the scope,
* source of funds, and
* funding gap.
 |

|  |  |
| --- | --- |
| Item | USD |
|  |  |
|  |  |
|  |  |

###