

Sample Scope of Work for Tammy Trojan

Goal 1: To develop a broad based outreach program about breast and cervical cancer re-screening for underserved minority women in Los Angeles				
MPH Competencies: General Public Health Core #4 and 6; HP Competencies #3				
<i>Objectives</i>	<i>Activities</i>	<i>Start/End Date</i>	<i>Person Responsible</i>	<i>Tracking Measure</i>
1. Research guidelines and state requirements for the design of the broad based materials.	<ul style="list-style-type: none"> a. Review all CDS program letters and scope of work guidelines for broad based materials. b. Review previous SOW for last period's broad based plan. c. Research possible outreach materials with in budget. d. Create templates that fit within the state guidelines and PFP's internal objectives. 	5.18.05 – 5.27.05	Intern	<ul style="list-style-type: none"> a. Checklist of requirements. b. Lists of possible materials and costs
2. Meet with representatives from the targeted groups to design and finalize materials.	<ul style="list-style-type: none"> a. Create contact at community based organizations that serve the priority population. b. Set up meetings with representatives to brainstorm material ideas and content that would be appropriate for the specific groups. c. Meet with ethnic task forces to discuss and finalize the material templates. 	5.31.05 – 6.15.05	Intern, Health Education Coordinator, Task Force Members	<ul style="list-style-type: none"> a. Draft of potential materials b. Meeting notes from individual CBO meetings c. Meeting minutes from ethnic task force meetings
3. Submit broad based outreach plan by July 1 to the state for approval.	<ul style="list-style-type: none"> a. Finalize materials for each priority group. b. Finalize evaluation methods for the broad based outreach plan. c. Submit draft of plan to preceptor for edits and feedback. d. Submit final plan to the CDP:EWC program for approval. 	6.27.05 – 6.30.05	Intern, Health Education Coordinator	<ul style="list-style-type: none"> a. Draft of submission b. Feedback sheet from preceptor c. Plan submitted and accepted by deadline
4. Create and obtain broad based outreach materials.	<ul style="list-style-type: none"> a. Finalize design of the materials. b. Obtain proofs from printers. c. Obtain approval from CDP:EWC for purchase d. Have materials in hand ready for distribution. 	7.1.05 – 8.5.05	Intern, Health Education Coordinator	<ul style="list-style-type: none"> a. Cost estimates b. Design proofs c. Materials ready for distribution

Goal 2: To conduct a community analysis on demographic and health statistics for those residing in Los Angeles County.				
MPH Competencies: General Public Health Core #1				
<i>Objectives</i>	<i>Activities</i>	<i>Start/End Date</i>	<i>Person Responsible</i>	<i>Tracking Measure</i>
1. Conduct a literature review on demographic, breast and cervical cancer, and healthy lifestyle statistics for those residing in Los Angeles County.	a. Use electronic search engines to obtain data sources b. Retrieve and review reports. c. Summarize county and SPA data in tables.	6.2.05 – 7.1.05	Intern	a. Tables summarizing data b. Lists of references
2. Complete an analysis on the general health of the women in Los Angeles county.	a. Write narrative of health status of women in LA County. b. Identify which minority groups are most in need of cancer prevention education and where they reside in LA County.	7.5.05 – 8.5.05	Intern	a. Completion of final report

Goal 3: To update and finalize a grant proposal template to secure funding for the Ethnic Task Forces at PFP.				
<i>Objectives</i>	<i>Activities</i>	<i>Start/End Date</i>	<i>Person Responsible</i>	<i>Tracking Measure</i>
1. Update RFA template	a. Review current template and past grant submissions. b. Review current cancer statistics and incorporate into template. c. Update narratives on current task force work and goals. d. Update information about PFP's work, mission and objectives.	5.25.05 – 6.10.05	Intern, Health Education Coordinator	a. Draft of RFA template b. Feedback from health education coordinator
2. Create a component to add a new task force for the LGBTQ community.	a. Review current cancer statistics for the LGBTQ community. b. Identify a need within that community for cancer prevention education and resources. c. Create a narrative about a LGBTQ task force.	6.6.05 – 6.10.05	Intern, Health Education Coordinator	a. Draft of RFA template b. Feedback from health education coordinator

Goal 4: To conduct one or two tailored education classes on breast and cervical health and cancer prevention.

MPH Competencies: HP Competencies #5

<i>Objectives</i>	<i>Activities</i>	<i>Start/End Date</i>	<i>Person Responsible</i>	<i>Tracking Measure</i>
1. Prepare for tailored education class on breast and/or cervical health.	a. Review current literature on breast and cervical cancer. b. Review current PFP education materials on breast and cervical cancer. c. Attend 2-4 classes on breast and cervical cancer.	6.1.05 – 7.1.05	Intern, Health Education Coordinator	a. Notes on breast and cervical cancer b. Sign-in sheets from classes attended.
2. Conduct a tailored education class on breast and/or cervical health.	a. Present a class on breast and/or cervical cancer. b. Answer questions from audience about breast and cervical cancer. c. Administer a pre/post test survey.	7.1.05 – 8.5.05	Intern, Health Education Coordinator	a. Sign-in sheet b. Flyer advertising class. c. Pre/Post test survey results.