

8.1.1 PROGRAM PLANNING WORKSHEET – COMPLETED EXAMPLE

This completed example demonstrates how a community might use the Program Planning Worksheet to plan a Healthy Brain–related initiative. It is provided for guidance only and may be adapted based on local needs, capacity, and priorities.

PROGRAM OVERVIEW (EXAMPLE)

Program Name	Goal	Target Audience	Lead Organization
Brain Health Education Series	Increase awareness of brain health and early warning signs of dementia	Older adults and family caregivers	River Valley Public Health

PLANNING DETAILS (EXAMPLE)

Key Activities	Partners Involved	Timeline	Resources Needed
Host three community education sessions on brain health, risk reduction, and dementia warning signs	Public Library, DHS Division of Long-Term Services and Supports, Healthcare Clinic	March–June 2026	Meeting space, printed handouts, guest speakers, staff time

EXPECTED OUTCOMES (EXAMPLE)

Short-Term Outcomes	Long-Term Outcomes
Participants increase knowledge of brain-healthy behaviors and recognize early signs of dementia	Improved community awareness, earlier help-seeking, and stronger connections to local resources

EVALUATION & NOTES (EXAMPLE)

How will success be measured?

Attendance counts, participant feedback forms, and follow-up requests for resources or support.

Additional notes or considerations:

Consider offering one session in the evening to accommodate caregivers.