

8.2.1 PLANNING IMPLEMENTATION & ACTION TIMELINE – COMPLETED EXAMPLE

This completed example illustrates how a community might use the Implementation Planning & Action Timeline Template to move from planning to action for Healthy Brain Community initiatives. It is provided for guidance only and reflects a realistic level of detail for community use.

Timeframe (Month/Quarter)	Initiative or Activity	Key Tasks	Lead / Responsible Party	Partners Involved	Resources Needed	Status / Notes
January 2026	Launch Brain Health Education Series	Finalize topics, confirm speakers, schedule locations	Public Health Coordinator	Public Library, Area Agency on Aging	Meeting space, printed materials, staff time	Completed – speakers confirmed
February 2026	Community Outreach & Promotion	Distribute flyers, post on social media, partner email outreach	Outreach Lead	Library, Community Coalition	Flyers, email lists, social media accounts	Completed – good visibility
March 2026	First Education Session	Host session, collect attendance and feedback	Program Manager	Library, AAA	Presentation materials, sign-in sheets	Completed – 28 attendees
April 2026	Caregiver Support Group Planning	Identify facilitator, select meeting location, set schedule	Support Group Lead	AAA, Healthcare Clinic	Facilitator time, meeting space	In progress
May 2026	Launch Caregiver Support Group	Promote group, host first meeting, gather feedback	Support Group Facilitator	AAA, Faith Organizations	Flyers, handouts, refreshments	Planned
June 2026	Evaluation & Review	Review participation data, summarize feedback, plan adjustments	Steering Committee	All partners	Tracking forms, meeting time	Planned

HOW TO USE THIS EXAMPLE

This example shows how activities can be spread over several months, with clear leads, partners, and status notes. Communities are encouraged to adapt timelines to fit their capacity and align activities with existing events or funding cycles.

SAMPLE