



Worksite Wellness Action Plan Instruction Document

To help you build a comprehensive wellness initiative with goals and objectives, we are providing you with a planning tool called the Worksite Wellness Action Plan (WWAP). The WWAP is used to create and document your wellness initiative strategic plan. It is the roadmap you will use to document your program priorities, goals and objectives. It will help you keep focused on your priorities and hold you accountable for accomplishing them. Throughout Working on Wellness, you will be developing and using the WWAP for your wellness initiative.

As you complete each development cycle step of Working on Wellness, you will use the online WWAP form to enter information as your planning progresses. This is a living document that you will update and change as you plan the initiative.

Buy In

In the Buy In step, you will enter the organizational structure for the initiative, including the value and benefits of the wellness initiative to your organization; and the Sponsor, Champion and Committee members.

Assessment

In the Assessment Step, you will enter information gathered from the Interest Survey and by reviewing state health data to identify employee wellness interests and health risks. You will also enter preliminary budget information.

Planning

In the Planning Step, you will enter program priorities, as determined in the Prioritization Exercise. You will also enter policy/environmental support considerations, staffing responsibilities and program rationale. This is also where you will enter your program goals, objectives and interventions.

Community Partnerships

In the Community Partnerships Step, you will enter information from the Community Scan.

Implementation

In the Implementation Step, you will not add any new information. However, this document will serve as the source document to create Implementation Worksheets and Project Plans for the individual interventions.

Evaluation

In the Evaluation Step, you will not add new information. However, this document will serve as a source document when you are creating the Worksite Wellness Evaluation Report.