This RESPECT Implementation Planning and Program Objectives Tool is for use by those who are planning to implement the RESPECT intervention. This tool is composed of two worksheets: an implementation planning worksheet and a program objectives worksheet. These two worksheets are to be used together in a two-step planning process, beginning with the development of specific plans for accomplishing the key intervention tasks and activities (using the implementation planning worksheet) followed by development of program objectives (using the program objectives worksheet)

  A. The RESPECT Implementation Planning Worksheet is designed to help you with planning implementation of RESPECT. The implementation planning worksheet relates to major implementation tasks in each of four areas of RESPECT implementation: pre-implementation, implementation, maintenance, and monitoring and evaluation. The implementation planning worksheet provides an opportunity for agency staff to develop and document specific plans for completing each of the key tasks and activities, designate responsible staff, and identify timelines for key tasks and activities.*
  B. The Program Objectives Worksheet is designed for use in developing program objectives using the CDC SMART objectives (i.e., specific, measurable, achievable, relevant, time-based) model and process. Specific SMART program objectives should be developed for major tasks identified on the implementation planning worksheet in each of the four areas of intervention practice.

This RESPECT Implementation Planning and Program Objectives Tool should be used in conjunction with knowledge in-hand about RESPECT acquired in the RESPECT basic training of facilitators and drawn from other RESPECT program resources like the RESPECT Behavior Change Logic Model, Implementation Summary Sheet, and RESPECT Starter Kit (see www.effectiveinterventions.org).

   Steps for using the tool:

1. Form a team to work on RESPECT program planning and implementation.
2. Review, in detail, the RESPECT materials provided in the RESPECT training and on-line.
3. Review, in detail, this RESPECT Implementation Planning and Program Objectives Tool.
4. Hold a meeting, or series of meetings, to develop specific plans and timelines for completing each of the key tasks and activities of your RESPECT program. Document these plans using the implementation planning worksheet and developing key program objectives (using the program objectives worksheet).
5. Begin implementing RESPECT and document progress and completion of tasks and activities in relation to the implementation plan and program objectives you developed on the implementation planning and program objectives tool.
6. Periodically hold team meetings and review progress in implementing RESPECT. Make adjustments and revisions to program plans and objectives on these worksheets as needed. Document revisions.

*Note: The tasks listed within the four areas of implementation practice on the implementation planning worksheet are in approximate but not exact order. Many of the tasks within an area overlap or occur simultaneously with other tasks within that area.