

**Environmental Health Assessment of the Community  
Timeline/Planning Guide**  
(to be used in conjunction with “Project Guidelines” handout)

Time Allocation	Deadline/Date Who’s Responsible	Project Component	Status/Comments
Week 1		<b>Start-Up Meeting:</b> identify community, tasks, deadlines and responsibilities	
Weeks 2-5 (Community and Health Department Meetings Week 4 or 5)		<b>Assessment – Phase I: Identify Focus Issue</b>  Identify and meet with community group <ul style="list-style-type: none"> <li>▪ Consult resources</li> <li>▪ Make contacts, set up assessment and educational meetings</li> <li>▪ Plan assessment meeting, questionnaires</li> <li>▪ Hold assessment meeting</li> </ul>	
		Health Department meeting <ul style="list-style-type: none"> <li>▪ Contact to set up</li> <li>▪ Hold meeting</li> </ul>	

**Notes:**

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Weeks 2-5, continued		Review print resources <ul style="list-style-type: none"> <li>▪ Local map</li> <li>▪ Local newspapers</li> </ul>	
		Review electronic resources	
		Windshield survey	
		Meet with project group to determine focus issue	
Weeks 6-7		<p><b>Assessment – Phase II: Learn About Focus Issue</b></p> <p>Research journals and internet resources, contact community experts</p>	

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Week 8		<b>Planning Community Education Program</b> <ul style="list-style-type: none"> <li>▪ Confirm date and time</li> <li>▪ Plan materials (objectives, discussion/lecture content, audiovisuals, handouts, evaluation forms)</li> </ul>	
Weeks 9-11 <i>(Community Meeting Week 11)</i>		<b>Implementing Community Education Program</b> <ul style="list-style-type: none"> <li>▪ Develop materials (discussion/lecture content, audiovisuals, handouts, evaluation forms)</li> <li>▪ Present program</li> </ul>	

**Notes:**

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Week 12		<p><b>Evaluating Community Education Program</b></p> <ul style="list-style-type: none"> <li>▪ Review and summarize feedback from evaluation forms</li> <li>▪ Evaluate whether objectives met</li> <li>▪ Follow-up with community group in 4-6 weeks (if possible)</li> </ul>	

**Notes:**

*This material was developed at the Environmental Health Education Center of the University of Maryland School of Nursing. For more information, see [envirn.umaryland.edu](http://envirn.umaryland.edu).*