

# APPENDIX E

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## OPHS Evidence-Informed Planning Cycle *Prompts for Decision Making*

Choose either start/continue or discontinue programming, think through and discuss the applicable questions in tables below. Minute taking will function as a paper trail of rationale for decisions made. Managers should include this form and relevant minutes as appropriate, when elevating decisions to program directors.

<b>When considering starting/continuing a program or activity:</b>	<b>Initial if discussed</b>
<i>Does the need exist?</i>	
<i>How many people in my local population does this issue affect now?</i>	
<i>Will the public and target groups accept and support the intervention in its current format?</i>	
<i>Will the intervention be allowed or supported in the current political or economic climate?</i>	
<i>Will my target population be interested in the intervention?</i>	
<i>Will the intervention effectively reach a large proportion of the target population?</i>	
<i>How do we need to change the intervention to suit the local situation?</i>	
<i>Who will do the work? Are these people available or are they too busy with other projects? Do they know how? If not, is training available and affordable?</i>	
<i>How much will the intervention cost? Can we afford to deliver the program or is our budget already committed to other projects?</i>	
<i>Will this intervention overlap or complement existing programs?</i>	
<i>Will this program enhance the reputation of the organization?</i>	

<b>When considering discontinuing a program or activity:</b>	<b>Initial if discussed</b>
<i>Will the public and target groups accept and support the end of the program in its current format?</i>	
<i>Will stopping the intervention be allowed or supported in the current political climate?</i>	
<i>Will my target population miss the intervention?</i>	
<i>Who/what resources will be saved by stopping the program?</i>	
<i>What other options will be offered if this intervention/program is stopped?</i>	
<i>How might people who are doing this project be redeployed?</i>	
<i>How will using the evidence to stop the current program affect the reputation of the organization?</i>	
<i>What is the emotional attachment of the staff to this program and how will we deal with that?</i>	
<i>Are there other (more effective) ways to achieve the same goals?</i>	
<i>Will we miss the opportunity to interact with a large proportion of the population if we stop doing this intervention?</i>	
<i>Should a service withdrawal plan be developed?</i>	

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