

Transport & Health Performance Metric Guidebook

Action Plan



Time	PHASE I June - December 2018	PHASE II January - June 2019	PHASE III June - December 2019
Activities	<p>Identify Outcome</p> <ul style="list-style-type: none"> Objective: TH Performance Metric Guidebook ICTH Sessions, 25-27 June 2018 Bi-Monthly conference call meetings to report on project deliverables starting Tuesday, 11 December 2018. Calendar invitation will be sent out in early January 2019 for all subsequent meetings Author Recruitment Survey <ul style="list-style-type: none"> Agreement on chapter headings Cross-disciplinary/Cross-sector teams assigned Develop a standard chapter outline Peer-review Publication and dissemination <p>Preparation</p> <ul style="list-style-type: none"> Develop Excel tracking log of team preferences Conduct an informal survey of topic categories Develop and distribute an author recruitment survey – responses collected through 31 December 2018 Based on survey results, teams are introduced by email December 2018 Monthly chapter team meetings organized 	<p>Strategy Development</p> <ul style="list-style-type: none"> Define interim deliverable dates with all chapters completed by 28 June 2019 <ul style="list-style-type: none"> Friday, 1 February–Chapter outlines due for peer-review Thursday, 14 February–Peer review comments returned to authors Monday, 29 April –Rough Draft due for peer-review Friday, 31 May peer-review comments returned to teams Friday, 28 June final drafts due Provide Initial metric resources for teams to build upon and write chapters Teams to set-up communication and working meeting schedule Establish a committee to peer-review chapters as completed <p>Operational Framework</p> <ul style="list-style-type: none"> Investigate financial sponsorship Confirm chapter authors and publication order based on contribution Request hard copy print cost-estimates Secure publication options Develop a communication plan for dissemination of the guidebook 	<p>Marketing & Communications (In-Country & Out-of-Country)</p> <ul style="list-style-type: none"> Social Media (utilize networks to go viral) <ul style="list-style-type: none"> LinkedIn Twitter Google+ Others Health, urban planning and transportation agencies <ul style="list-style-type: none"> websites and list-servs newsletters webinar and workshop presentations <p>Promotional Materials</p> <ul style="list-style-type: none"> Printing & dissemination Discount offered Advertising and promotion <p>Logistics</p> <ul style="list-style-type: none"> Professional association distribution Conference presentations Payment of any debt acquired

**Many activities will be on-going and overlap*

Project Notes