

Disclaimer

Please be advised that this resource has been prepared by the Aboriginal Health and Medical Research Council of NSW (AH&MRC) to broadly meet the needs of AH&MRC's Member Organisations. This resource is a general guide and will need to be amended to suit your particular organisation.

AH&MRC cannot guarantee that this resource will meet all the requirements of your individual organisation and may not be relevant to particular patients or their circumstances. AH&MRC strongly recommends that you undertake your own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing.

INTELLECTUAL PROPERTY AND COPYRIGHT

Unless otherwise expressly stated, the copyright of this resource is owned by AH&MRC. This resource may only be used by AH&MRC's Member organisations and cannot be used for any other purpose or by any other organisation or group.

This resource must not be published or replicated without AH&MRC's written permission. All other rights are reserved.

LIMITATION OF LIABILITY

AH&MRC takes reasonable steps to maintain the accuracy of information available in this resource, however, some or all of the information is current at the date of the first publication, and may, from time to time, be amended, or become superseded or otherwise inaccurate. AH&MRC is not responsible for ensuring that the information contained within this resource is accurate, current, suitable or complete, and offers no guarantee that this resource will meet your organisation's or particular patients needs.

Accordingly, where conditions and warranties implied by law cannot be excluded, the AH&MRC limits its liability where it is entitled to do so. Otherwise, AH&MRC, its employees and agents are not liable for any loss or damage (including consequential loss or damage) to any users of this resource, however caused, which may arise directly or indirectly from this resource.

GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

Program Activity Plan Template

1. Program Information

Field	Details
Program Name	
Program Coordinator	
Reporting Period	_____ - _____
Funding Source	
Funding Length	
Funding Amount	Budget breakdown
Date Created	
Revision Dates	

2. Program Overview

This section provides a concise description of the program, its objectives, target population, and alignment with ACCHS strategic goals.

Program Objective(s):

Example: Provide culturally safe mental health support, outreach, and education to Aboriginal community members.

Target Population / Community:

Example: Aboriginal youth and adults across local community regions.

Program Description:

Example: Delivery of workshops, one-on-one support sessions, and community engagement activities to improve mental health outcomes.

Alignment with ACCHS Strategic Goals and Community Priorities:

Example: Supports holistic wellbeing, community-led approaches, and culturally safe mental health service delivery.

3. Funding Agreements & Deliverables

Lists all funding sources, grants, and the specific deliverables required, with due dates and responsible officers, ensuring accountability.

Funding Body	Funding Program / Grant	Agreement / Deliverable	Due Date	Responsible Officer	Status	Notes
Ex. Dept. of Health	Mental Health Program Grant	Submit quarterly activity report	31 Dec 2026	Program Coordinator	Not Started	Include EMR client data and community engagement outcomes
Ex. Local Council	Community Wellbeing Grant	Submit program evaluation report	31 Jan 2027	Program Coordinator	Not Started	Include participant feedback

4. Program Activities / Service Delivery Plan

Detail each program activity, including frequency, delivery mode, target audience, responsible staff, resources required, and current status.

Activity	Description	Date / Frequency	Location / Delivery Mode	Staff Responsible	Resources Required	Status	Notes
<i>Examples:</i> <i>Mindfulness Workshops</i>	Weekly group sessions teaching stress management techniques	Weekly	Community Centre	Staff A, Staff B	Workshop materials, projector	Not Started	Recruit participants via outreach
<i>One-on-One Counselling</i>	Individual mental health support sessions	Ongoing	ACCHS Clinic	Staff C	Counselling rooms, EMR	In Progress	Track session notes in EMR
<i>Youth Engagement Activities</i>	Interactive mental health awareness sessions	Bi-weekly	Local High School	Staff B	Activity materials, handouts	Not Started	Coordinate with school staff

5. Monitoring & Evaluation / KPI Tracking

Capture the key performance indicators, expected outcomes, and methods to measure progress against program objectives.

KPI	Target / Expected Outcome	Frequenc y	Measurement Method / Evidence	Status	Notes
<i>Examples:</i> <i>Clients engaged in counselling sessions</i>	60 clients per quarter	Quarterly	EMR session logs	In Progress	Track by age group and session type
<i>Participant satisfaction</i>	85% positive feedback	Quarterly	Surveys, feedback forms	Not Started	Include cultural safety questions
<i>Timely report submission</i>	100% submitted by due date	Quarterly	Report copies submitted	Not Started	Attach all required evidence

6. Budget Overview / Resource Allocation

Provide a clear allocation of resources, including estimated costs for program activities and funding sources, to ensure transparent financial planning.

Activity / Item	Estimated Cost	Funding Source	Breakdown / Notes
<i>Example:</i> <i>Mindfulness Workshops</i>	\$600	Mental Health Program Grant	Community Centre rental: \$400 Cleaning fee: \$100 Equipment hire (projector, chairs, tables): \$100 Catering: \$100
<i>Youth Engagement Activity Supplies</i>	\$400	Community Wellbeing Grant	Interactive session materials: \$150 Prizes / incentives for participation: \$100 Arts & craft materials: \$150

7. Risk Management & Mitigation Plan

Identify potential risks to program delivery, evaluates impact levels, and documents mitigation strategies with clear ownership and status.

Risk	Impact Level	Mitigation Strategy	Owner
<i>Examples:</i>	Medium	Promote via local networks, send reminders	Program Coordinator
<i>Low attendance at workshops</i>			
<i>Staff unavailability</i>	High	Maintain casual relief pool, cross-train staff	Program Coordinator
<i>Funding shortfall</i>	High	Track expenses monthly, seek supplementary funding	Program Coordinator / CEO
<i>Cultural misalignment of program content</i>	High	Consult with Elders, incorporate community feedback	Program Coordinator

8. Cultural Safety & Community Engagement

Summary: Ensures all program activities maintain cultural safety and actively involve community members and Elders in planning and delivery.

Activity / Event	Purpose	Date	Target Audience	Outcome / Notes
<i>Examples:</i>				
<i>Elder Consultation</i>	Cultural guidance for program delivery	10 Nov 2025	Program staff	Feedback incorporated into workshops and counselling sessions
<i>Youth Focus Group</i>	Gather input for program tailoring	22 Nov 2025	Youth participants	Incorporated suggestions into upcoming sessions

9. Reporting & Submission Log

Track all reports, deliverables, due dates, and submission details to ensure accountability to funding bodies and internal leadership.

Report / Deliverable	Funding Body	Due Date	Submitted (Y/N)	Submitted To	Notes
<i>Example:</i>	Dept. of Health	31 Dec 2025	N	CEO	EMR data pending
<i>Quarterly Activity Report</i>					
<i>Financial Expenditure Report</i>	Dept. of Health	31 Dec 2025	N	CEO	Awaiting invoice reconciliation

10. Program Coordinator Notes / Reflections

Key achievements this period:

Challenges / barriers encountered:

Adjustments for next period / recommendations:

Other notes:

Program Coordinator Signature	
Date Submitted	
CEO & Funding Body	
Review / Comments	