

# Community Outreach Project - ACP NJ Chapter

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**Name of Residency Program:**

**Resident Team Leader:**

**Resident Volunteers:**

**Project Mentor/Sponsor: (someone with expertise in dealing with the *problem statement* defined below):**

**Step 1: Identify the Problem:**

Conduct a community needs assessment. Define an identified need from this needs assessment. Examples: related to healthcare, education, services to senior citizens, homelessness, support of local soup kitchens etc.

**Step 2: Create a Problem Statement:**

Based upon the above identified need, construct a *Problem Statement* which states specifically an issue in the community that you wish to address. Example: "Health outcomes are negatively impacted by low nutritional health fluency."

**Step 3: Determine the Project Goal:**

This should be a basic description of the purpose of the project. The goal statement should reflect the result of the successful completion of project. The statement should be brief and to the point as well as realistic & sustainable.

**Once you have completed the above, please register your project with the ACPNJ to be eligible to present your work at the 2019 Scientific Meeting by returning a copy of this form to Theresa Barrett, PhD, CMP, CAE at [theresa@acpnj.org](mailto:theresa@acpnj.org)**

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## **Step 4: Develop Project Objectives and Activities:**

Objectives should be specific and measurable accomplishments designed to achieve your goals. It is recommended to use the S.M.A.R.T. objective strategy:

**Specific** — Start with an action verb (strengthen, train, develop, teach, implement) and specify the outcome; state what you will do to achieve your goal and meet your identified need.

**Measurable** — The objective must include measurable outcomes and describe measurable changes in community conditions (including social, cultural, environmental, economic, and governance conditions).

**Achievable** — The objective must be realistic and attainable, something you can expect to achieve given your available resources and project strategy.

**Relevant and Results-oriented**— Your objective should address your project goal and therefore the long-term goals of your organization.

**Time-bound** — The objective should reflect a time period in which it will be accomplished.

**What resources will be required? Who do you need support from?**

**Any challenges you anticipate/encountered? Action plan?**

**Step 5: Present your findings:** Create a presentation that starts with an abstract of your problem, research, data, findings, and proposed interventions. Then, outline in detail under each section the work done to achieve the project goals. Summarize with next steps, and measured outcomes, post intervention. Suggest additional work and or interventions that are indicated based upon the finding of the preliminary project work.

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**Abstract**

**Results and Future plans**