**Step 1:** Develop your problem statement. The problem statement(s) simply summarizes the issue(s) that was/were revealed during the analysis of the Quantitative Data Report, Health System and Public Policy Analysis, and qualitative data. The problem statement should be concise and specific, drawing upon multiple sources of data focusing on the target communities. A good starting point would be to list the target communities selected.

**SAMPLE PROBLEM STATEMENTS**

- African Americans and Latinas in the two southernmost counties (Jefferson and Taylor) have higher than average rates of late-stage diagnosis.
- Counties X, Y and Z are unlikely to meet HP2020 targets for both breast cancer mortality and late-stage incidence and are located far from most breast health providers.
- American Indians and Alaska Natives in Green County have limited access to culturally competent health care services, especially primary care and screening.

**Step 2:** Identify your priorities. The priorities represent the goals your Affiliate hopes to achieve to address the problem or need identified in Step 1. Goals must be measurable, though it may be many years before a notable change is observed.

**SAMPLE PRIORITIES**

- Reduce the number of late-stage diagnoses among African American and Latina women in Jefferson and Taylor Counties.
- Improve access to breast health services among women over age 40 in counties X, Y and Z.
- Increase access to culturally competent breast health services among American Indian and Alaska Native women over age 40 that live in Green County.
Step 3: Create your objectives. Each priority should have several objectives. The objectives should be SMART – Specific, Measurable, Achievable, Realistic, and Time-bound. The objectives answer the question – so what is your Affiliate going to do about the problem? Some of your objectives will come from the data. For example, during key informant interviews, people may have suggested ways in which the Affiliate could improve their work or address a new area.

**SAMPLE OBJECTIVES**

- In 2016, develop new, collaborative relationships with at least three community-based organizations whose target population is African American and/or Latina women in Jefferson and Taylor counties.
- In 2016, hold at least one grantwriting workshop in both Jefferson and Taylor counties to encourage grant applications for evidence-based, culturally competent breast cancer programs targeting African Americans and/or Latinas.
- By 2017, increase the number of grant applications for evidence-based education and screening programs from organizations that serve counties X, Y and Z.
- By 2017, collaborate with at least three providers that work with American Indian and Alaska Native women in Green County to provide culturally competent breast health care and outreach efforts.
**Step 4:** Pull it all together to form your Mission Action Plan. Mission Action Plans should include SMART objectives, be related to findings of the Community Profile, and cover target communities. The Mission Action Plan should NOT be too ambitious or poorly planned.

*** Action Plans should be realistic based on your Affiliate’s capacity.

**Sample Action Plan**

- **Problem Statement:** African Americans and Latinas in the two southernmost counties (Jefferson and Taylor) have higher than average rates of late stage diagnosis.

- **Priority:** Reduce the rate of late-stage diagnosis among African American and Latina women in Jefferson and Taylor counties.

- **Objectives**:
  - In FY 16, develop at least 3 new, collaborative relationships with community-based organizations that serve Latina women in Taylor.
  - In FY 17, develop a comprehensive communications and marketing campaign to engage African American volunteers in Jefferson County.