Tackling Tobacco
Project Champion Checklist

1 Meeting with senior staff to discuss commencement of project ☐

2 Project Committee established – staff, clients and their support worker or family member ☐

3 Names of committee members: ☐

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

4 First steering committee meeting booked ☐

Date: _____

5 Organisational audit completed ☐

6 Project plan developed – all six elements of the Tackling Tobacco program have been considered ☐

7 Communication Action Plan developed ☐

8 CEO or equivalent of organisation emailed all staff to promote and endorse the project – supporting factsheets and resources made available to staff ☐

9 Policy reviewed, draft version and approved to circulate to staff, clients, support workers and volunteers for comment. ☐

10 Policy feedback collected and analysed ☐

11 Incorporate feedback and develop implementation plan for policy ☐

12 Promote training for staff – support workers, team leaders and program managers should participate ☐

13 Training for staff booked ☐

Date: _____

14 Systems and process changes identified in consultation with senior staff. Use Supportive Systems Checklist and data from audit ☐

15 Develop, trial and implement new systems, tools and processes ☐

16 New systems, tools and processes communicated to staff, clients and support workers ☐

17 Identify suitable quit support options - Consult with clients and staff to identify preferred support. ☐

18 Review and report on all changes implemented for the project. Analyse data obtained through new data collection processes. ☐

Cancer Council Tackling Tobacco