Individual action plan development worksheet

This worksheet will guide you through the steps necessary to develop your individual action plan, including an overall goal, key tasks and associated timelines, and measures of success.

Although you create and own your action plan, in many cases you will work together to complete your project. As you develop your plan, it may be helpful to think of yourself as the project manager. Among other tasks, project managers typically create a scope of work, identify funding requirements, determine staffing needs, and collect project-related data and information.

The seven-week academy will include scheduled action plan check-ins, but it's likely that the weekly presentations will also help you shape your overall goal, as well as the other aspects you will document. It is important to reflect on your idea weekly. This will allow you to document your plan elements more succinctly and succeed in implementing your plan.

Please keep in mind that Denver Regional Council of Governments staff is a resource. As questions or issues come up, do not hesitate to ask for help. Be prepared to present your action plan in class on the final day. You must email your completed individual action plan (this document) to Angie Shelbourn at ashelbourn@drcog.org two days before the final class.

Project description

Name: Thomas Topero

What overarching problem are you hoping to address (for example, housing affordability, income inequality, access to opportunity)?

Local Wealth Building

In one paragraph, describe your plan to address the issue.

Expand a cooperative group to create and support local opportunities for investing in our local communities. We often see very few opportunities to invest in something that is not from Big Finance taking our money out of our community, that doesn't require some serious personal commitment or resource investment, other than monetary capital. We are creating these opportunities.

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Overall action plan goal:

Grow the participants in the Denver Incremental Developer community through the monthly meetup. Diversify participation among 4 primary groups of local residents: Developer/builder, Allied professional, Finance partners and Community champions

Tasks and timeline

Tasks: List the major tasks that must be performed to implement your plan.	**Timeline: List milestone dates or timing for completing the task (for example, a specific date or “in the third month”).**
Host monthly meetups in person	3rd Wednesday of every month
Create "marketing" materials that entice community members to participate in the meetup	January 1, 2027
Lead a curriculum on the 12 Steps of Town Making that allows participants to learn and build on their understanding	Monthly, at the meetup
Expand into additional group meetups for each member group	As sufficient numbers of participants show up consistently, sharing their areas of interest, host additional gathering opportunities
Create an online presence for DIDm attendees to continue the discussion and share between in-person meetups or gatherings	Created a Slack channel on the Strong Denver Slack workspace; participation open

Objectives and success measures

Objectives are results that you expect to achieve within a specific time frame. In general, objectives are more specific and easier to measure than goals.

Objectives: List the measurable objectives you will need to accomplish to reach the overall action plan goal.	**Success measure or measures: Describe each measure and your target for each measure.**
Attendance growth	Each meetup has a similar or larger number of participants
Online participation	Participants who have attended at least 3 meetups are registered and check the Slack channel monthly
DID subgroup gatherings are created and attended	At least 3 people who identify themselves and are interested in participating in a subgroup meet outside the monthly meetup, consistently
Participants are sharing their experiences of implementing what they have learned from the curriculum	At least one person each meetup shares their outcome of execution, with engagement from other participants
Guild of people to connect with to solve any challenge that comes up during the development process	At least person representing the major categories in attendance at each meetup

What will success look like?

Target: How will you know you have met the success measures for each of your objectives?

When each participant is participating at the level that makes them feel like they are accomplishing what they have come for. For many, that may just be to support and offer encouragement when challenges arise or to offer support for administrative requests at the city.

Data: How will you collect data for the success measures you established?

Surveys and conversations. This is a long play, with growth attendance and awareness being primary objectives short term. The participation and community built, with trust and support, is the important output so people can take advantage when opportunities arise.

Project implementation details

Consider the funding, expertise or guidance, labor and information you need to implement your plan.

Funding

Estimate the financial cost to implement your plan. What costs will you incur, and how do you plan to obtain funding?

Cost estimate: $100/month

Description:

As this is a volunteer activity, the cost would cover incidentals, including food, space rental, printing and random supplies

Expertise or guidance

What expertise are you lacking to implement your plan? Do you need business or financial decision-making help? Do you need the help of a mentor? Have you identified potential external partners or supporters?

Description:

While I'm a "planner" and visionary type person, marketing and sales (getting people to participate) has always been a challenge. While I can create materials to share our vision and talk with new people, they are not my strengths. Meeting others who can compliment my skills is important. Having a mentor or establishing partnerships with people who recognizes that we are doing things that are not the status quo is desirable while challenging. They are out there, though it's often through unconventional paths that take time to develop.

Labor

Can you implement your action plan by yourself, or do you need help? How much time will be required? If you need help, where and how will you find partners or volunteers?

Time estimate: 2 hours/week from 2-3 volunteers

Description:

I cannot do this myself. It will be successful with a small dedicated team who can contribute 2-3 hours per week to administrative, marketing and media tasks. I expect that these people will be found through word of mouth, including people who want to be participate as supporters rather than the "doers" of building structures.

Information

What information or data will you need that you don’t currently have? Do you know where or how to obtain it? Is there a cost associated with obtaining it? Do you need help obtaining it, and have you identified who can help you?

Description:

Information and data is available as needed. Participation and a desire to be involved are more critical. Figuring out how to find and interest those people are the biggest challenges.