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: Michael Strait

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

As a board member of my RNO, The Hilltop Neighborhood Association (HNA), I am hoping to address the issue of low neighborhood participation in active membership and lower public attendance at our meetings. Our annual meetings generally bring in no more than 20 people, and it is even fewer at our bi-monthly meetings.

HNA has a very good, active Zoning Committee (Zoning) which is headed by an architect and on which I serve. Zoning is effective in addressing zoning issues referred by by the city; we canvass neighbors near the subject property, present issues to the board, and respond to our council member

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

I believe we can increase engagement by sponsoring and helping guide community members to plan fun events. To do so needs buy in from the community and community members to help bring events to fruition. In the past, we had a Fourth of July event, a summer outdoor movie event, and a Halloween party, but doing all these was a strain on the board, causing board members to get burned out and resign. I believe the key will be getting members to assist with much of the planning and logistics.

If you need digital accessibility assistance, submit a request at drcog.org/access or call 303-455-1000. Please expect a response within 72 hours (three business days).

Overall action plan goal:

I would like to double the number of members at our board meetings in six months. I would also like to add one annual social event which neighborhood members serve on a committee to help bring to fruition.

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").**
The board decides on what event we will do over the summer, which gives us sufficient time	In the next month.
The board and other neighborhood friends communicate our plan with word-of-mouth promotion to seek members to help plan the event	Do this in January after the holidays when people have more time?
The board promotes the event to our normal communication channel with members asking members to join a committee to help plan and execute the event	January through March
The board vice president reaches out to our council member who, in the past, is supportive, helps with funding, and helps with permits if needed	In the next month
Commit a budget to the event and applies for the appropriate permits, if needed. Select movie and hire provider with projection and screen equipment. Selected and arrange for food trucks	In the next month
The board member chairing this event committee will communicate with the board.	Monthly after the committee is established

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.**
Secure funding and permits	Obtaining permits and sufficient funding from sponsors
Obtain six Neighboorhood members to serve on the committee	Six seemingly interested members coordinate event
Create a buzz about the event	When something goes viral, you know it when you see it
Complete the event attracting at least 100 to 200 members depending on what it is	Obtain estimated count of attendees. Gather feedback from attendees during the event.
Complete the process of renting and hiring needed providers such as projectionist, trash provider, food trucks	Completing this will be self evident

What will success look like?

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

The neighborhood social event will attract between 100 and 200 community members, depending on the type of the event. Members will have enjoyed the event.

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

Estimating the account of members is simple. The board can circulate during the event conversing with attendees and informally gauging their enjoyment in the event. We can also be like a quick post event survey.

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: $2000

Description:

If the event is, for example, a summer outdoor movie in Cramner Park, our expenses include permit, rental of projection and screen system, the cost of the movie, the cost of rental, temporary toilets, if required, the cost of trash containers, the cost of police presence, if required.

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:

Our board has appropriate expertise; we lack the labor to execute an event like this, which I ’ ll discuss in the next question.

External partners would include our city council member, sponsorship businesses of which we have a relationship with many. Additionally, a number of neighborhood members who own small businesses which, in the past, have been willing to provide sponsorship.

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: 80 to 100 hours

Description:

Labor to plan carry out the event is the key and the purpose of this plan. The volunteers will come from neighborhood, community members. Getting these volunteers is discussed in the above steps.

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:

Personally, do not know the provider of outdoor movies, but HNA has done this in the past and we can check the records of who provided this. Otherwise, we can ask around or do a Google search. Those who can help are other board members and former board members who have planned this kind of event.