drcog civic academy

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: Anthony Bugarin

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

-Inform & Support People on public transportation & how to use it

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

~~-Host~~

-Coordinate & host public transit Group rides to Showcase to new riders how to use public transit & where they can go using it.

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:

- ~~Raise~~ Inform non-users on how to use public transit

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").
-Find a # of non-users - ~~Start~~ Small-groups - less than 5	~~B~~ -Before end of the year -In time for christmas market
- Find events that could be selected for the the Groupride	-Before end of November
-Consider all the transit options & routes that can be utilized for Groupride	-Use RTD resources to learn about lines, routes, schedules & Fares -End of November/ early December
- Perform ~~a~~ a test/initial Groupride to analyze its Pros/cons, successes & failures	-Mid-December

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.**

What will success look like?

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

- Success will look like setting a date for a Groupride with all the prospective riders

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

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: ~$50

Description:

- cost will depend on how much individual fares cost & how many groupriders there are
- Ex. Bustang is $10/ea. for a complete ride from Longmont to Union Station

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:

- Expertise needed are experienced public transit riders in Denver who could lead the grouprides

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: ~8hrs. max for the day of the rides. less time dedicated for prep

Description:

- I can host the first grayride, & if it is enough of a success, others may be empowered to run their own.

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: