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: Barbara Rodriguez

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

Lack of access to available veterinary care

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

Give talks at MSU Denver that provide information about veterinary clinics offering reduced-cost veterinary care, such as CSU Spur or the Humane Society of Boulder Valley Veterinary Hospital.

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:

Prevent first-time pet owners from abandoning their animals due to an inability to afford routine or emergency care

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 statistics on how many animals at Humane Colorado are abandoned because their owners cannot afford veterinary care	Over the next 1 – 2 months
Contact Humane Colorado or CSU Spur to see if they have educational ambassadors willing to work with me	Over the next 1 – 2 months
Find out which MSU department I should contact to see if I can borrow a conference room	Over the next 1 – 2 months
Calculate how much money will be spent on decorating the room (snacks, tablecloths, etc.)	In 3 – 4 months
Deciding how I am going to promote the talks	In 2 – 3 months

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.**
Talk to the veterinarians who oversee my volunteer work about how common it is for the animals they treat to be surrendered for financial reasons.	Having an estimate of how often animals lose their homes due to financial reasons (based on my experience, I assume the figure is around 1/4, but I ’ m not certain)
Continue my research on prices at CSU Spur	Create slides that summarize the findings and can be used during the presentation.
Have another meeting with my advisor, Puksta, so she can inform me about how to rent a room at MSU Denver	Send my first email to the indicated university department
Ask my Puksta advisor if they can help me fund my idea	Obtain a maximum of $150

What will success look like?

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

I am going to measure my success by the number of people who attend the talks, I want at least 10 attendees for my first talk

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

At the end of each talk, I would like the attendees to fill out a survey indicating how useful they found the talk

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: $200

Description:

I will need to buy cups, tablecloths, napkins, food, etc., for the attendees

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:

I need to find out if Humane Colorado or CSU Spur have educational ambassadors who could explain to me how their payment systems work, and who might also be willing to attend the talk in person as guest speakers

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: Around 30-40 hours, could be more

Description:

The talk itself shouldn ’ t last more than two hours, but all the preparation behind it could take weeks or even months. I ’ m still deciding whether to team up with another student from the Puksta organization, which could reduce the amount of time I need to invest

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:

Through the official CSU Spur website, I already have the prices for routine procedures—such as emergency check-ups, vaccinations, and spay/neuter surgeries—but I still need to look into how the pricing for emergency surgeries is determined. I am still in the process of figuring out how to obtain the information.