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: Ndulu Sabuni

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

I aim to address barriers to civic participation among immigrants, refugees, and undeserved communities, including language barriers, limited access to information, and lack of representation in decision-making processes.

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

I plan to address these barriers by providing civic education, language access, and community outreach to help immigrants, refugees, and underserved communities understand their rights, access reliable information, and participate in local decision-making. Through partnerships with community leaders and public institutions, I aim to build trust, encourage civic participation, and ensure community members have a voice in decisions that affect their lives.

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:

The overall action plan goal is to empower immigrants, refugees, and underserved communities to actively participate in civic life by improving access to information, reducing language barriers, building trust with public institutions, and strengthening community representation in decision-making processes.

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”).**
Conduct community outreach to identify civic engagement needs and barriers.	01/01/2027 - 02/01/2027
Provide civic education and share reliable information in accessible languages, responsibilities, and local government processes.	02/01/2027 - 03/01/2027
Build partnerships with community leaders, local government agencies, and public institutions.	03/01/2027 - 04/01/2027
Organize community meetings, workshops, and listening sessions.	04/01/2027 - 05/01/2027
Encourage participation in public meetings and local decision-making processes.	05/01/2027 - 06/01/2027
Evaluate outcomes, gather community feedback, and identify improvements.	06/01/2027 - 06/30/2027

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.**
Conduct at least 6 community outreach activities to identify civic engagement needs and barriers.	Community Outreach: Complete at least 6 outreach activities to identify community needs and barriers.
Provide at least 4 civic education workshops on rights, responsibilities, and local government.	Civic Education: Conduct at least 4 workshops on civic rights, responsibilities, and local government
Share civic information in at least 3 languages to improve accessibility.	Language Access: Share civic information in at least 3 languages to improve understanding and accessibility.
Establish at least 3 partnerships with community leaders, government agencies, or public institutions	Partnership Development: Establish at least 3 partnerships with community leaders, government agencies, or public institutions
Organize at least 3 community meetings or listening sessions to encourage community participation.	Community Participation: Organize at least 3 community meetings or listening sessions to encourage participation in decision-making.
Engage at least 50 community members in civic education and participation, and evaluate program outcomes through feedback and attendance records.	Program Impact: Engage at least 50 community members and collect feedback to measure increased civic knowledge, participation, and satisfaction.

What will success look like?

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

Success will be measured by completing outreach activities, workshops, partnerships, and community meetings, reaching at least 100 participants, and using attendance records and feedback surveys to assess increased civic knowledge and participation.

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

I will collect data through attendance sheets, outreach reports, workshop records, partnership documentation, and participant feedback surveys to track participation and measure program outcomes.

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: $20,000

Description**:**

The estimated cost to implement the six-month Civic Engagement Program is $20,000. Expenses will include community outreach, civic education workshops, interpretation and translation services, educational materials, community meetings, transportation assistance, partnership development, and program evaluation. Funding will be requested through grants, foundation support, corporate contributions, and community partnerships. We will also leverage existing organizational resources and volunteers to maximize the impact of the funding.

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 would benefit from mentorship and technical assistance in civic engagement program development, community participation strategies, and impact evaluation. I aim to strengthen partnerships with local government agencies, community leaders, and public institutions to expand outreach and improve access to civic information. I will collect data through attendance records, activity reports, partnership documentation, and participant feedback surveys to measure progress and program outcomes.

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: Six (6) months

Description:

I'm ready to lead and coordinate the action plan over six months but will need support from community partners and volunteers. I will recruit volunteers through community networks, local organizations, and partnerships with government agencies. Support will include interpretation, workshop facilitation, and outreach. Regular planning, implementation, and evaluation will help ensure the program meets its goals.

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:

I needs additional data on community civic engagement needs, participation barriers, and available local resources. This information can be obtained through community surveys, listening sessions, and partnerships with local government agencies and community leaders. Costs may include survey materials, interpretation, and outreach. I will seek support from volunteers and community partners to collect and analyze the data affordably.