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: Michelle Baldwin

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

I am the RNO co-president of the Athmar Park Neighborhood Association in southwest Denver. Participation in our RNO is very low and our monthly meetings only attract an average of 10-15 neighbors out of 8,000 residents. Also, Athmar Park is 60% Latino, but participation in the association, including the board does not reflect that. There are a lot of projects that will affect our neigborhood, the womens soccor stadium, the Federal Blvd BRT and street projects on Mississippi and Alameda.

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

My plan to increase community engagement in Athmar Park begins with surveying neighbors to better understand their interests, concerns, and priorities. We will improve communication by providing more useful and relevant information through newsletters, email updates, and increased promotion of our email list. I want residents to better understand what the Athmar Park Neighborhood Association has accomplished, how we advocate for the neighborhood, and how we

Overall action plan goal:

By actively inviting participation, listening to residents, and supporting neighbors who want to take action, I aim to build a more inclusive, connected, and empowered community where residents feel informed, valued, and motivated to shape the future of Athmar Park.

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").**
Survey neighbors to get a better sense of their knowledge, history and feelings about APNA	Before December 2026
Create more useful, engaging email communications with translations in Spanish and Vietnamese.	Roll out January 2027
Add value to monthly meetings, bring in more guest speakers including neighbors to talk about home maintenence, gardening etc.	Roll out February 2027, with planning happening at the January board retreat.
Create block or area 'captains' to welcome new neighbors and connect them to APNA. Create a physical and digital welcome packet for them.	Spring 2027 (have them deliver the spring newsletter)
Transparent meeting minutes and tracking of APNA projects.	January 2027
Create a board Community Engagement Team	January 2027 at the board retreat

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.**
More meeting attendance	Success will be consistent attendance of at least 20 neighbors
More brand recognition	When asked (followup survey in 6 months) more neighbors know who we are and what we do.
More neighbors looking to us for support or answers.	Track engagement at monthly meetings and email.
Member engagement	2027 December board elections participation

What will success look like?

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

We will know when we analyze the number of attendance at meetings and events, numbers of neighbors reaching out to us for solutions to neighborhood issues and voting on board members for 2028.

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

We will send out a 6 month survey and have the APNA secretary track participation in the meeting minutes.

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

Description:

Printing costs for signs and flyers.

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 am in need of more resources and contacts to reach and engage the latino and vietnamese neighbors. I could also use guidance on how to engage businesses in the area (we consider business owners to be APNA members too).
I created a trade with Community Language Cooperative to provide translation when needed.
Our councilwoman Flor Alvidrez lives in Athmar Park and is supportive of this plan.
There is a new Director of Community Empowerment that I want to bring my plan to and see what resources or ideas she might have.

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: 4-10 hours a month

Description:

At the January APNA board retreat I will present this plan and create a Community Engagement Team to help me with this project. Once we have the board leadership in place, we will reach out to the community to ask for volunteers to work on the team. I

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:

There might be information or data needs as the project ramps up, but I believe that can be found online or through our councilwoman's office.