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: Stephanie Mackie

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

Food insecurity and community involvement. I would like my community to have a garden that anyone can go to pick some fresh vegetables, fruit, or herbs. Or, grab some canned or dry goods if they're in need.

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

I would like to see a community garden and easily accessible pantry to anyone who needs food. This would also be a space for the community to come together to create a beautiful, useful garden area that provides fresh vegetables, herbs, fruits, and natural area to hang out in the warmer months. I would also like the area to include a green house/shed for the colder months which houses a small pantry area for canned and dry good donations.

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:

Reach out to local residents to see the level of interest and willingness to participate or donate. Approach the town's representatives with my plan and see if there is a good space that would work for this community garden/pantry. See what is required from the town/residents to make it happen!

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”).**
Poll residents to gain the level of interest.	First month.
Approach the town's representatives with the community garden/pantry plans to see if there is a space in the community that can be used.	Second month.
Finalize the Community Garden/Pantry plans and help organize labor, volunteers, and materials needed. Set a date to break ground.	Third, Fourth, Fifth months.
Day of Ground Breaking for the Community Garden and Pantry.	Sixth month
Community Garden and Pantry up and running!	Sixth month.

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.**
Poll residents to gain the level of interest.	Interest level is good when at least 100 people respond to the polls and they offer input.
Approach the town's representatives with the community garden/pantry plans to see if there is a space in the community that can be used.	The town offers a space to be used and the residents agree to it.
Finalize the Community Garden/Pantry plans and help organize labor, volunteers, and materials needed. Set a date to break ground.	Official plans drawn up for the designated space and date is set. 50 people help build the garden beds/pantry and plant everything.
The garden starts to grow and the pantry is filled with donations.	Town residents like to volunteer their time keeping the community garden thriving and donate goods regularly to keep the pantry full.
The community garden/pantry becomes a place for neighbors to come together to grow food and provide the basics to whoever needs it.	The community has a thriving garden and pantry that anyone can stop by anytime and grab food if they are in need.

What will success look like?

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

When the town's residents enjoy coming together to create and maintain a community garden and pantry for anyone who finds themselves in need.

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

I will measure it's success when the town and residents come together to create and maintain this community garden and pantry. This will be evident in the garden thriving throughout the growing season, the pantry being stocked, and the residents getting continued use from it.

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: $40,000

Description:

Raised Garden Bed Materials (3 beds at 6ft wide x 10ft long)
Seeds and seedlings
Fruit trees
Small Green House with Pantry materials (8ft wide x 12ft long)
Labor
Volunteers

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'm not familiar with how to build a green house/pantry with shelving or garden beds. I know there are people in my community and family who do have knowledge in these areas. I'm hoping we can get most of the financing, materials, and labor either donated or we can raise funds.

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: 6 months

Description:

I can come up with a lose plan but will need expertise from the town representatives to know where a good location will be. I will also need gardening and construction expertise from locals. I will reach out to residents on social media and to neighbors who I've already had contact with to see if they can help. I also have family members who have knowledge in these subjects.

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:

A good location - Town representatives and residents can decide this.
Construction of garden beds - The internet is a good place to start, but I'll need local experts to finalize plans and materials.
Gardening knowledge - The internet and local experts can provide this.
Construction of a green house/pantry - The internet is a good place to start, but I will need local experts to finalize plans and help contruct the final project.