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: Reducing highway traffic in the daytime

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

I am trying to see if there is a way to work with trucking companies that are making deliveries to warehouses in off peak traffic times. And in turn see if the delivery companies would make deliveries to companies in off peak traffic hours.

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

I would work with the companies that receive product would make appointments to receive their products overnight. And the work with the trucking companies that delivery products would be willing to make appointments to deliver the products to the warehouse. This way the local delivery companies could bring their drivers in at midnight and begin to make their store deliveries.

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:

Reduce truck and trailer, box trucks, tankers off the roadway during peak traffic times. Cutting down on traffic and accidents.

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”).**
Talk with the companies that deliver to the warehouses. Making appointments Talk with the warhouses receiving product.	Would take maybe 3 months to institute a program and then another 3 months to start the program.

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.**
Both the companies and deliverying products and the warehouse receiving products. And products leaving the warehouse to deliver	If appointments can be made to deliver, the receiver would take the product and then they could load their trucks for delivery to customer.

What will success look like?

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

I would be talking with the delivering carrier to the warehouse to see if the program was working. And then taking with the receiving warehouse to see how the program was working on receving thier product. And then see if the program worked to get the deliveries made overnight. And see if the driver is able to make dark deliveries.

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

I would visit with each company to see how the program is working.

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: _____

Description:

I don't feel there would be any cost, the delivery company has to deliver the product to the warehouse. The warehouse has to have people on the receiving dock anyway, they would just change the dock workers from day work to night work. The local delivery drivers would come in earlier and go deliver. They would work nights or early morning..

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 have talked to different reciving companies about the possibility of changing receiving and delivery times.

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: 5 hours approximate

Description:

I could do this by myself, it would just be making phone calls for appointments to show how efficient it would be to have the receiving deliveries made at night, The driver deliveries made at night as well. Show them that their drivers are not held up in traffic. Possible accidents. Buring extra fuel. Reduce overtime.

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 feel I have the data the I need. There would be little cost for gas to go visit with the customers. I was in the over the road trucking business for 35 years. I was a terminal manager for 5 years. So I feel I would know where and how to get my information and be able to make the appointments to show the companies how this could help them be more efficient. Biggest positive for the companies an their drivers is less time on the road.And keeping them out of the major daily traffic.