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: Chris Parr

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

Youth and community involvement and programs/classes

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

I am planning on starting a youth commission or committee that will help advise the parks and rec department, town staff and the BOT on what the youth would like to see in out town. They will also become a set of ambassadors for the community as a whole as well as provide valuable experience for the teens.

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:

Create a Youth Commission or Committee

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”).**
Gather Info from other communities that have a youth commission	End of 2026
Receive approval from the Town and/or Board of Trustees to move forward.	Feb 2027
Put out an application process to local teens	Out by 2/15/27 Submissions due by 3/15/27
Interview applicants with the help of BOT members, Town Staff and Mayor	April 2027
First meeting, appointment of officers and Adults to advisor positions.	May/June 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.**
Creation of basic committee	Application goes out to the community
Interviews or informational meeting	Applications are received and interviews or organizational meeting held
First Meeting	An opening meeting were leadership and position are established

What will success look like?

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

The Youth Commission meets and begins to function

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

Attended meetings and creation of organizational structure

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: 0

Description:

The first year the committee will be unfunded and working toward creating fundraisers that will help fund the basic parts of what the it may need. In future years a small amount allotted from the town to provide items to help the commission will be asked for

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:

A mentor or guiding program of the same nature would be the best solution for the organization

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: TBD

Description:

This is unknown as if town staff is willing to help out this would take down the overall time down. Once the commission is formed the n maybe 15-20 hours a month

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 guideline of what is needed to create the basic format of the commission. The hopeful goal is to obtain this from other towns in the nearby area that have formed a version of the commission