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: Ari Moledina

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

I am trying to address landfill waste by decreasing the amount of organic waste sent to landfills.

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

My plan involves first working to understand barriers to people composting in Denver by connecting with someone at the City, doing a poll with my community, and talking to some of my neighbors. I'll then summarize responses and determine what actions could best improve composting awareness and engagement. I'll then develop educational materials and link to them with a QR code on a poster I'll make and distribute in my community. Finally, I'll track QR code engagement.

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:

Increase composting participation in my neighborhood.

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”).**
Interview someone at the City of Denver's CASR or waste management team who implements the compostin program.	In the first two months.
Poll of friends to understand their composting behaviors and any barriers.	In the second month.
Interview 3-5 neighbors/community members about their composting barriers.	In the second and third month.
Do additional web research about composting barreirs and success stories in other cities.	In the first month.
Summarize findings about prominent barriers and determine which educational materials will be most impactful for increasing participation.	In the third and fourth month.
Create posters, share them in 3 community locations, and track QR code engagement.	In the fifth and 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.**
Understand current composting participation and barriers	Connect with someone from CASR, survey 15-20 people about their composting habits, have conversations with 3-5 neighbors.
Identify opportunities to improve composting awareness	Summarize the results from engagement to determine the most common barriers to participation.
Develop accessible educational materials	Create an educational 1-pager with a link to a QR code that addresses the most common barriers.
Share educational materials with the community	Post the 1-pager in 3 community locations and track QR code engagement.
Ask for feedback on the materials	Ask at least 5 residents for feedback on the 1-pager and if it increased their awareness or interest in composting.

What will success look like?

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

I will know if I reach my numerical goals for how many folks I want to engage with, if I share the poster in at least 3 community locations, and then if residents indicate that the materials improved their understanding or interest in composting.

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

For the poll, I will probably use google forms. Otherwise, I will take notes using google docs during my conversations with city staff and neighbors, and then I will summarize my notes at the conclusion of the research/engagment phase.

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:

This shouldn't cost anything. I'll be asking folks to volunteer their time when I do my research and engagement. I'll use a free survey tool to pool my friends/community members. Then I'll use a free QR code generator and print the flyers at work.

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:

Because this plan is very much at the neighborhood level, I believe I'll be able to do most of it without external support. However, the expertise and lived experiences of those who have worked on residential composting programs would be extremely valuable for helping to understand common barriers and strategies that have been most effective for increasing participation.

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: 21 hours

Description:

Generally, I'll be able to implement this plan by myself. However, it will require time of those I am engaging with (Denver City Staff, friends/community members, and neighbors). I might also ask friends for feedback on the 1-pager I create.

city staff engagement - 2, engagmeent with friends - 3, engagement with neighbors - 3, additional research 5, summarize findings - 2, distribute 1-pagers - 4, track engagement - 2

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:

Baseline information is available on the City of Denver's website, such as current diversion rate and target rates. I will need information about the most common barriers for participation in composting and impactful strategies to address them. I will get this information through web research and talking to city staff in Denver and other cities that have managed composting plans. Community feedback and input will be valuable for understanding specific local barriers my neighbors are experiencing. This information should be free to obtain, and I will obtain it by using my personal network (friends, neighbors) for anecdotal information and my professional network (city staff, state staff, etc) for city policy specific information.