drcog civic academy

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: Skip Sparsley

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

Neighborhood oversupply of tools & equipment and some tools & equipment can be too expensive for any one family.

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

Plan to create a neighborhood coop that will include a dozen families to share tools and equipment needed to maintain our residences.

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:

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 neighbors re their interest in a coop.	Complete by January 1st
Research coop forms to fit this effort	Complete by Dec 1
Prepare list of tools & equipment neighbors are willing to share	Feb 1st
Create a draft coop plan for neighbor review.	Feb 15th
Hold neighborhood mtg to launch coop	Feb 28th

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.**
Sharing of tools & equipment to avoid neighbors from buying such if available in coop.	Track use of coop tools & equip
Promote neighborhood cooperation and friendships	Discuss coop success and record comments & feedback
Avoid unnecessary purchases – cost savings	Report $ saved by using coop tools & equip.

What will success look like?

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

Poll & discuss w/ neighbors who use the coop

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

See above

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: NO costs anticipated

Description:

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:

Research similar efforts and reproduce approach and coop form.

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: 20-30hrs

Description:

Most labor will involve communications with neighbors & recording list of tools & equipment.

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:

Coop forms & provisions for neighborhood application.