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: Lifko Cuyul

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

Accessibility in Downtown Evergreen. The town has some sidewalks, but they are often in poor condition, and they do not do a good job connecting one end of the downtown area to the next.

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

My plan to address the issue begins by asking people if they would use a new sidewalk and also getting a general idea of how many people would use the area based on pedestrians who already follow the dirt path on the roadside. Then, in order to get anything done, a group of Evergreen residents could reach out to county government, as the town is unincorporated.

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:

Evergreen locals and tourists alike can freely wander through downtown safely, ensuring that the aging town population and the plentiful tourists all are able to support Evergreen businesses.

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").**
Create a map of a general outline of a plan	First month
Put forth the mock-up map at a town hall meeting	Second-Third month, depending on when the next town hall is
With proper community support, bring the issue to the county and state government to ask for paving	Third month- after the New Year
Receive construction plans, give information to businesses so they can plan ways to still receive customers	Fourth -Fifth month
Start construction, specifically during summer weekdays so as to retain weekend tourism and to not disturb the flow of traffic for school	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.**
General counts of pedestrian traffic through the new sidewalk	Hopefully, less people will need to walk on the road ,and the increased accessibility should bring more people as well.
Increased visitors for businesses with lack of a prior sidewalk	Business shopper counts should ideally increase, along with revenue.
Reduced Traffic on Bear Creek Avenue	Less cars should be passing through Downtown on Bear Creek Avenue during peak tourist hours because people will park their cars then walk.

What will success look like?

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

Success will likely include statistical increases across business customer counts, sidewalk use counts, and a decrease in data of cars driving throughout downtown. When increases in numbers occur where expected, then it will be known that the project is complete.

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

Data can come from physical trackers of pedestrian traffic and/or car traffic. In addition, business could choose to keep track of their customers both just before construction begins and after the construction ends.

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: $20,000

Description:

For about a football field's total worth of sidewalk, the cost will be somewhere between $16,000 and $20,000. The $20,000 is a generous estimate for the overall cost, but if resources were sufficiently utilized and the work was done during weekdays, then it is not entirely unreasonable. In addition, data counters will be required in order to track results, but likely they could be temporarily borrowed from another local government with proper permissions.

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 am planning to stay in close contact with leadership from the local parks and recreation district, as they often are involved in community improvement and accessibility programs. I will also try to stay in contact with DRCOG Civic Academy members that could help contact government and also assist in planning.

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: 1 month at most

Description:

Because some parts of town already have sidewalks, the full completion will likely be done in a reasonable amount of time. As for labor, all work will likely be done through a direct contract from the county government. The town, being unincorporated, will need to push the county to actually hire a contractor to finish the project. My personal help will begin with spreading information among peers and community leaders at town hall meetings so as to find a group of people willing to urge local government to take up a part in this issue.

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:

Data I need that is currently inaccessible would be counts of customers, pedestrians, and car traffic. I also would need access to some sort of GIS map or software to create a mock-up of what the sidewalk would look like or where it would go. I will likely start by continuing to stay in contact with those I have met here at the civic academy, or I will reach out to a close contact with the City of Arvada to help me a bit.