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: Melvin E. Bush

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

Safe school crossing for existing school and new construction

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

Provide ways parents can be involved in the safety of their child.

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:

Provide better access for parents to communicate with other schools about there plans and what they are currently doing.

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 Planning Commission in other cities	in January of 2027 school meeting with the Aurora Planning and get assistance in getting in touch with other sources
Schedule a meeting in February or March to exchange ideas and gather data on how many students are injured crossing the streets to attend school.	March of 2027 - meeting to discuss finding and next steps

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.**
Talk with students, parents and school administrative staff and teachers and get feedback on how to move forward.	compare injury numbers and the feelings of the students and teachers

What will success look like?

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

Students feel safer and the number of injures has been reduced

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

from the schools, and cities data bank

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: should be less than $5,000

Description:

buying school crossing vest and signs that parents will used in assisting

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 will work with officials who are doing this kind of work everyday

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: three months

Description:

selecting the right time and place

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:

The currents data and how that data is gathered