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: Quinn Miller

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

Accessibility to clean and comfortable furniture for individuals who have a fixed income, whether they be aging in place, recently housed, or otherwise need a helping hand.

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

My plan is to start a community "furniture bank" sponsored by Denver Housing Authority that is stocked through community donations, collaborations with Emily Griffith, and company partnerships. Participants would be able to access the furniture bank through a case manager referral and would be able to take the items they need to help make their home feel like home.

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:

The overarching goal is to help keep individuals housed by making sure their home feels comfortable and safe, as well as repurpose furniture and home goods to prevent them from going to landfils

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").**
First and foremost. the plan must be brought to the attention of my supervisors at DHA.	I plan to have a full proposal ready by January 1, and will hope to meet with supervisor within the first 2 weeks of January.
If approved, then I will need to establish a space and place to stage the furniture.	Specific timing for this is up in the air, as it will depend on approval from DHA.
Then, I will need to establish community partnerships. Emiliy Griffith is a big one, a moving company would be great as well.	Upon approval, these connections can be easily made via phone calls, emails, person to person meetings.
Once the bank has a steady flow of donations and an inventory, items we can start assisting clients	I would love to have this program fully running by the summer of 2027, but will likely be Fall of 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.**
I would like to have 5 or more community partners. Emily Griffith, Habitat for Humanity, a local moving company, and various case management services for referals	Reaching 5 community partners would be a huge success
I will feel successful if we reach 100 participants served in our first year, but will be happy if we reach 50.	This will be measured through case manager referrals, and data entry.
I will need to secure warehouse space to store the items and stage the items	Securing a physical space of any size will be a win. DHA owns many spaces and I am hopeful one can be repurposed to house the items.

What will success look like?

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

The biggest measure of success will be my first client, and seeing the home goods are set up in their home.

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

DHA uses data collection software to track the various programs that are currently in place.

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 program should not be adding additional costs to DHAs operating budget, it will be using DHAs current resources, community donations, and current employees to run the program.

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 thankful to say that DHAs resources should be able to assist me implement this programs.

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: 6 months

Description:

DHA will provide all volunteers and assitance, finding partners will be made through the connections I have through personal life and work life.

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:

I am having a hard time thinking of any information that will not be made available through Denver Housing Authority, and my own connections.