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: Kehinde Olagundoye (Kenny)

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

Environmental educaction in K-12 schools - As there is an increase in wildfrie events in our community and places around us, children are more vlnerable to the effects of these events. Parents and children do not know the days when to go out for a play and when not.

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

I intend to educate k-12 students on how to protect themselves from air pollution and days after a wildfire event happens around them. This education will help the children become more conscious of their health and environment and personally know when to go out and when indoors tey cna protect themselves better.

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”).**
I will speak with the community engagement department in my school to get access to schools within denver.	12/1/2026
Reach our and send letters to schools for a permission to come speak with the students	02/1/2027
Organize a team from my colleages in my department who are also interested in educating the k-12 students.	02/14/2027
Go to the schools for the 1 hour class	04/1/2027

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.**
Students understand what the effects of wildfire events can do to theie health	Students are abe to relate with the issues by state when they noticed the air quality was bad and how they felt.
How can they help with educating and protecting others.	They are able to relate the education to others, which includes their parents and friends

What will success look like?

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

Students show an understanding of the subject matter.
get students who will volunteer to pass the education on to other people around them.

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

Get action plan from the students to help others get informed.

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: $200

Description:

I will print out materials to share during the education session and give little rewards to students who choose to help educate others. I will be working with the community engagement department of my school.

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 have my advisor who is also interested in this initiative. My advisor works with the CDPHE, and I can get advise from them on what information to really give the students.

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:

I will be including my colleagues who are interested in this initiative to volunteer.

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:

What schools should I focus on the most, and who to reach out to get a permission to speak with the students. I believe the community engagement department in my school should be able to help me a lot.