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: Manyesha Batist

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

Economic Mobility -- Poverty is often generational. Young people raised in low-income households regularly lack access and exposure to job and career opportunities beyond their day-to-day encounters. This reality impacts their options and vision for their lives, and is likely to lead them to become the next generation of low-wage earners. Career fairs for high schoolers exist in Colorado but they depend on individual students to take interest and action. Some students come from backgrounds, experiences and have mindsets that lead them to self-exclude from such opportunities.

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

High school students, especially those coming from low-income backgrounds, need exposure to career pathways that aren't dependent on their ability to recognize the value of the opportunity. Opportunities should be baked into their school day or curriculum in ways that require them to engage and learn from them.

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:

To get Rangeview High School in Aurora Public Schools to add to its career and college success programming opportunities to bring professionals into high school classrooms, virtually -- allowing a wider range of students to be exposed to a greater pool of job and career options.

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").**
Finalize understanding of career-readiness opportunities already offered by Aurora Public Schools/Rangeview High School.	By end of 2026
Connect with existing virtual career-exposure programs, and various stakeholders (i.e., administrators and students).	by end of February 2027
Create a rubric for rating existing programs. (Goal is to select ones that align with Colorado career-readiness goals and initiatives.)	By end of 2026
Explore funding (i.e., grants, APS Foundation, etc)	by end of January 2027
Finalize pitch & contact Aurora Public Schools director of career and technical education to discuss the idea and determine next steps	February 2027
Next steps would be determined by the outcome of meeting with APS	TBD

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.**
Program options: Narrow down list of virtual programs (to three based on rubric to pitch to Rangeview HS/APS.	Seeking a manageable number of options (that align with CO career-readiness goals) to pitch to school/school district.
Funding: Generate a list of potential funders that could be captured in 2027/28	20 potential funders, a mix of funder types; warm connections with funders
Stakeholder buy-in: Meet with three stakeholders (i.e., career-readiness director, CTE leaders, teachers, etc.)	seeking a range of perspectives and support
Approval: Agreement by Rangeview HS to pilot the program	by May 2027

What will success look like?

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

Stakeholders seeing the need for virtual career-readiness programming to be built into school CTE programming.

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

I'll create a log for tracking and capturing all information, including contact with and responses from stakeholders, funding prospects and information pertaining to programming options.

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: $10,000

Description:

This is an estimate for an initial trial but I'll have more info as I speak directly with existing providers.

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 don't know the barriers or challenges the idea may produce. So, I'll be speaking to educators, administrators and students to discuss the idea before formalizing it/pitching it. I'll likely also reach out to schools that have used the 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: I'll set aside about an hour per week to make progres

Description:

I believe that much of my time will be spent researching, reaching out to companies, researching funding, contacting existing users and connecting with a range of stakeholders who can provide me with a clearer picture of how this idea can best be rolled out.

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 don't see a cost associated with the information I need to gather, and I don't foresee needing help at this time.