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: Camila Alvarez

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

Lack of community connectivity.

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

All people have knowledge, skills, understandings or information on different topics. Some niche, some broad. In order to target or initiate community connectivity, it would be helpful to provide a space, time and topic for people to connect through. The idea is to facilitate the "planning" and leave it up to the participant to strategize meet ups through a Facebook groups.

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 primary goal is to encourage community connectivity, getting to know your neighbors, or like-minded people in your area. This idea surged from my personal experience with the elderly community around me, and the minimal socialization they get to participate in.

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").**
Start Facebook Group	Start the group in December to get familiar with the dynamic.
Invite or advertise the group. Coffee shops, community centers, libraries, talking with neighbors and businesses in the area.	January is a time where people are trying new things or are looking to sign up for new activities.
Monitor and initiate engagement. Post about myself and what my goal is for the group.	Hopefully around the first few months, people will engage and start conversations with one another.
Facilitate meet ups or even a large event to learn a specific skill. eg; Baking 101, Power Tools 101, Gardening 101...	First few months, no later than April.
Continue to monitor engagement and testimonies of the group facilitating smaller meet ups.	Depending on engagement maybe March or April.
Gage success of group through more testimonies, hopefully a lot of people participate.	Following months after April

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.**

What will success look like?

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

Even if one person gets to connect with someone else, I see that as a success. But hopefully reach at least 100 people within my neighborhood that are consistently engaging in dialogue or signing up for lessons.

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

Facebook group settings for the creator of the group. Posts and direct messages to people that are active in the group.

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:

Hopefully by speaking with businesses close to the area and individuals that participate, this can become a community funded resource.

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 could benefit from some organization support.

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: unsure

Description:

I hope that this plan will start to grow and possibly have other people want to collaborate on the planning.

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:

How do I make sure that the people that are signing up are safe?