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: Melissa Garland

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

Fighting climate change and improving the health of the soil in Colorado.

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

Composting diverts organic food and yard waste away from landfills reducing the amount of methane gas produced and released into the air. In addition, adding composted organic materials back into the soil increases the overall health and water retention of that soil. While a large number of the people in Greenwood Village and Centennial recycle, very few practice composting. I will increase the number of people composting, and convince the cities to offer the service and pass state laws.

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:

Short term: Increase composting of organic food and yard waste in my HOA, and make it more convenient and less expensive.
Medium term: Centennial and/or Greenwood Village offer citywide composting programs.
Long term: Pass state laws to increase composting

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").**
Connect Greenwood Village councilmember with Compost Colorado Executive Director to Discuss composting plan and roadblocks.	Done
Connect Centennial council member with Compost Colorado Executive Director to Discuss composting plan and roadblocks.	In the first month
Contact my HOA board to see what the current "community space" landscaper does with yard waste, and whether we can arrange to compost it.	In the first month
Join Compost Colorado's Ambassador Program	In the first month
Create local pumpkin and Christmas tree composting opportunities. Host a house party to introduce the ease and benefits of composting to my neighbors.	In the first, second, and third months, respectively. Continuing in the seventh month after the legislative session ends.
Run for state senate from SD26 if/when the seat becomes vacant after the Nov 2026 election.	In the first and second months, then again next year, and the year after that.

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.**
Successfully connect Centennial with Compost Colorado.	Already spoke with all parties to determine interest. Sent an introductory email to schedule meeting.
Increase the number of friends and neighbors who participate in pumpkin and xmas tree composting, and/or sign up with Compost Colorado to begin composting	I will target friends and neighbors who live near me. Success will be measured by participation and and then the number who sign up for service.
Complete Ambassador Training.	Will attend first meeting this week.
Research what other cities are doing to promote composting.	Met with Denver activist who wrote and helped pass the City of Denver's citizen initiative to start their composting program.
Become a state senator and research what other states are doing to promote composting	Run in a vacancy election in November and December of 2026, then again in 2027, and again in 2028.
Run pro-composting bills	First I have to win a senate seat. Then I will research possible bills. This is a long term goal - it could take a few tried and a few years to find, run and pass legislation.

What will success look like?

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

Short term success = our HOA landscape company begins composting. More of my neighbors compost pumpkins and xmas trees, and/or sign up to compost with Compost Colorado (drop off or pick up services).
Mid term success = city providing composting services; Long term success = new state laws

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

I will ask the HOA if the landscaper begins composting yard waste.
I will ask Compost Colorado to provide the number of households near me who are composting now, and then ask again for that data later.

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: $100 - $200

Description:

Cost of fliers and of holding one or more house parties. I am willing to pay these costs. The rest is my time and effort.

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:

Compost Colorado can provide most of the expertise I am missing though its Ambassador program and as a partner in organizing a pumpkin and x-mas tree pick up. They can work directly with city governments once I get them in the door by introducing them to council members. And, their policy arm may suggest bill ideas.

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: _____

Description:

Labor will include printing and dropping off flyers to neighbors with information about pumpkin and xmas tree composting, and then later regarding a house party. I will also spend time time on meetings and phone calls with my HOA, landscapers, city council members, and Compost Colorado, plus time in the Ambassador program and talking with neighbors.

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:

Compost Colorado has a lot of the information I need for my short term goals. My friends on city council in Greenwood Village and Centennial have information I need for my midterm goal. Environmental lobbyists and legislative services will have information I need for my long term goal.