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: Paul Gurien

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

Limited community access to ice sports and recreational opportunities in Adams County and the growing north and east Denver metropolitan area. Despite significant population growth, Adams County lacks a permanent indoor ice facility, requiring residents to travel to neighboring counties to participate in hockey, figure skating, public skating, and other ice sports. This creates barriers to participation, particularly for youth, families, and underserved populations.

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

Over the next six months, I plan to build awareness, community support and funding opportunities for a regional Ice facility in Thornton. I have already engaged city leadership, planning and economic development officials, council members, and community members and a neighboring state legislator. With private funding identified as a key obstacle, my focus will be on demonstrating demand, building partnerships and identifying potential investors and funding to move the project forward.

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:

Build community awareness, establish strategic partnerships, and identify potential funding sources to advance the development of a regional ice center in Thornton.

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").**
Complete preliminary research — Refine GIS analysis, population projections, existing ice facilities, and regional demand.	Month 1
Launch community awareness campaign — Establish a project identity, social media presence, and community interest survey.	Months 1–2
Engage ice sports organizations-Meet with hockey, figure skating, adaptive sports and school representatives to assess demand	months 2-3
Identify private funding opportunities — Engage corporate sponsors, foundations, investors, and potential financial partners.	months 3-4
Develop a preliminary proposal — Consolidate research, community support, projected costs, and potential funding sources.	months 5-6
Reengage city leadership. Present finding and partnership opportunites to Thornton, Adams County and other regional stakeholders	month 6

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.**
Complete regional demand research	Finalize GIS analysis and obtain participation data from at least 3 sports organizations.
Build community awareness	Establish a project page and collect at least 250 community survey responses.
Develop strategic partnerships	Engage at least 5 organizations and obtain 3 expressions of support or interest.
Explore private funding	Identify 10 potential funding partners and initiate discussions with at least 5.
Present findings to regional leadership	Complete a preliminary proposal and present it to at least 2 government or regional stakeholders.

What will success look like?

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

Success will include a completed regional demand analysis, at least 250 community survey responses, engagement with five organizations, identification of ten potential funding partners, and a preliminary proposal presented to regional leadership.

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

Through GIS and demographic research, community surveys, participation data from sports organizations, stakeholder meetings, and documented outreach to potential funding partners. Progress will be tracked through survey results, meeting records, partnership interest, and completed project materials.

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: $500-$750

Description:

Costs will primarily involve community outreach, promotional materials, research, and stakeholder engagement. Much of the work will be completed independently using existing resources. Initial expenses will be self-funded, with potential in-kind contributions or sponsorships explored as the initiative develops.

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 would benefit from guidance in public-private partnerships, capital fundraising, and recreational facility development. Assistance connecting with potential investors, philanthropic organizations, sports associations, and experienced facility developers would be particularly valuable. I have established relationships with local government officials and community stakeholders, but would welcome mentorship and introductions to help turn those relationships into a viable project.

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: 5-8 per week over six month

Description:

I will lead and coordinate the project independently, including research, outreach, community engagement, and partnership development. Recruiting supporters and potential partners is a central objective of the action plan. As interest grows, I will seek volunteers and assistance from community members and participating organizations.

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 have already collected substantial demographic and regional planning data. Additional information will come from sports organizations, community surveys, and potential funding partners. Most information should be available at little or no cost through direct outreach and publicly available resources.