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: Adelaide Eder

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

I want to make biking a more accessible, safe, and appealing transportation option for children. Many children don't have regular opportunities to bike as part of their daily routine, and concerns about traffic safety, access to bicycles, and riding alone can make it difficult for families to consider biking to school. By introducing children to biking at a young age and creating a supportive group environment, I hope to build confidence, encourage healthy habits, and make them more likely to consider biking as a form of transportation as they get older.

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

I plan to organize a weekly bike bus at High Point Academy in Aurora, where students ride to school together along a planned route with adult volunteers. I will work with a teacher I have a personal relationship with to build interest, recruit volunteers, plan the route, and coordinate the rides. I will also explore community partnerships to help provide bikes and equipment for students who need them. My goal is to make biking to school a safe, fun, and accessible option for students.

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:

Establish and launch a recurring weekly bike bus at High Point Academy, creating a safe and welcoming opportunity for elementary students to bike to school together. Develop a pilot program with at least five student participants and a team of adult volunteers, with the potential to grow and continue beyond the initial pilot.

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 with my teacher contact at High Point Academy to introduce the idea, gauge interest, and identify the appropriate school administrators.	Week 1
Meet with school administration to get approval and understand requirements for volunteers, student supervision, parent permission, and liability.	Week 2
Survey families to understand student interest, volunteer availability, where students live, and who may need bicycles or helmets.	Week 4
Recruit a team of school-approved adult volunteers and plan a safe, convenient route based on student locations. Test the route before launching.	Week 5
Coordinate equipment and community support, then promote the bike bus to families through school communications.	Week 7
Launch the weekly bike bus, track participation and feedback, and make adjustments to support continued participation.	Week 9 and beyond

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.**
Establish a team of volunteers	Recruit at least two adult volunteers who are available to help lead or support the first ride.
Successfully launch the bike bus	Complete the first organized ride with at least five students participating, following the established route and safety procedures.
Grow student participation	Increase participation from five students on the first ride to at least ten students by the fourth week of the program.
Maintain consistent participation	By the 6th week, have at least half of the students who initially started participating regularly, with regular participation defined as attending at least three of the previous four rides.
Build a sustainable program	Establish a volunteer schedule and gather feedback from families and staff to create a plan for continuing the bike bus beyond the initial pilot.

What will success look like?

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

Success means launching a weekly bike bus with at least two approved adult volunteers and five students, growing to ten students by week four. I also want students to participate consistently, families to feel comfortable with the program, and the school to have the volunteers and plan needed to continue it beyond the pilot.

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

We will collect data through a family interest survey before launching the program to understand student interest, volunteer availability, and equipment needs. We will maintain a weekly attendance sheet to track the number of students and volunteers participating in each ride. We will also collect feedback from students, parents, and volunteers through a short survey or informal conversations. during and after the pilot. This information will help me measure participation and retention, identify

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: 175

Description:

I will first explore what equipment the school already has available and seek donations from local bike shops and community partners to reduce costs.
I plan to contact Wish for Wheels to explore the possibility of providing bicycles and helmets to students who do not have their own. I will also look into potential support from the school, parent organizations, and local businesses. If additional funding is needed, I will explore small community grants or sponsorships. Costs include reflective vests, repair supplies and first aid kit, and promotional materials.

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 experience coordinating projects and organizing logistics, but I lack direct experience establishing and operating a school bike bus. I would like guidance from people who have already organized similar programs, particularly around route planning, child bicycle safety, volunteer coordination, and school requirements.
I plan to reach out to Walk More Bike More, which provides resources for walking school buses and bike trains, and Bicycle Colorado for guidance on bicycle safety and community partnerships. Additionally, I plan to contact Wish for Wheels to explore support for students who may need bicycles or helmets.

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:

I will lead the planning and coordination of the project, including communicating with the school, organizing logistics, recruiting participants, and coordinating the launch. My teacher contact at High Point Academy will help introduce the idea to school leadership and gauge interest among staff and families.
I will need at least two school-approved adult volunteers to help supervise and lead the rides. Volunteers will assist with student check-in and route supervision. My goal is to build a team that can share responsibilities and keep the program running beyond the initial pilot.

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 need to understand student and family interest, where participating students live, and whether students have access to bicycles and helmets. I will work with my teacher contact and school administration to distribute a family survey and identify potential starting locations for the bike bus.

I also need to learn the school's requirements for volunteers, student supervision, parent permission, and liability. I will research and test potential routes for safety and reach out to organizations such as Bike Bus World for guidance on starting and managing a bike bus.