

# 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](mailto:ashelbourn@drcog.org) two days before the final class.

## Project description

Name: \_\_\_\_\_

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

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

Overall action plan goal:

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”).

## 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?

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

## 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: \_\_\_\_\_

Description:

### 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:

**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:

**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: