

Individual action plan development worksheet

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Project description

Name: Renata Langis

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

The overarching problem I would like to address is underused commercial str. and parking space, which negatively impacts urban design, mobility, housing supply, and environmental quality of a neighborhood or district.

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

I plan to research best practices and conduct interviews about community oriented, mixed-use redevelopment of underused commercial sites/malls. I plan to collect quantitative data (i.e. tax revenue/acre) and qualitative data (interviews with city planners, developers, and businesses) and distill the findings/lessons learned into a user-friendly toolkit for planners.

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:

Develop an action-oriented toolkit on adaptive reuse of underused commercial sites for urban planners.

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").
1) Research the problem and possible benefits of adaptive reuse (lit. review) 2) Summarize findings (quantitative)	Month 1
3) Identify 3 examples of successful development projects and summarize the development (i.e. sq. footage, land use, tax revenue, timeline, public outreach, and land use planning).	Month 1
4) Develop interview questions for 3 types of contacts (planners, developers, and business owners) and identify 3 contacts for each development example.	Month 2
5) Conduct interviews with 9 people (3 people per development example)	Month 2
6) Summarize development projects 7) Summarize interviews with planners, developers, and business owners.	Month 3
8) Write introduction, lit. review, and executive summary 9) Write recommendations and conclusion	Month 4
10) Complete written report/toolkit in a designed template (PPT or Word) 11) Have a professional planner review/edit the final draft	Month 5

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.
Interviews	Conduct interviews with 9 industry professionals (3 city planners, 3 developers) & 3 business-owners).
Case Studies	Evaluate, summarize, and compare 3 case studies/examples of successful mixed-use redevelopments.
Distribution	Distribute toolkit to at least 4 professionals (planning commissioners, city council members, city planners, or developers).
Recommendations	Provide a minimum of 4 recommendations for urban planners that want to pursue a redevelopment project.

What will success look like?

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

I have defined a target measure for each of my objectives.

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

Quantitative data - research papers, banking/real estate databases, case studies
Qualitative data - interviews w/ industry professionals

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 (printing costs)

Description:

I will distribute 4 hard copies. The toolkit will also be available online (on my LinkedIn page).

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 am lacking expertise in the fields of real estate and business development. I will interview professionals with experience and knowledge in these disciplines. Yes, I will need a mentor with experience in land use planning and redevelopment who can review and edit the final draft of the toolkit. I have identified one potential planning professional and one potential development professional.

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: 10 hours/week x 24 weeks = 240 hours

Description:

I estimate that 240 hours will be required to complete the toolkit (including research, analysis, writing, formatting, interviews and editing). I can complete the action plan by myself (except for the editing - I will solicit help for editing the draft document).

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 will need quantitative data on the following topics:

- retail vacancies and mall closure rates (nation-wide)
- mall repurposing statistics (nationwide)
- brick and mortar sales statistics (nationwide)
- annual sales tax revenue over past 10 years (nationwide)

Data sources:

Economic census
Jones Lang LaSalle
IP, National Assoc.
of Realtors

I will need qualitative data on the following topics:

- barriers to redevelopment of commercial centers
- strategies for successful redevelopment (developer relations, financing, planning, rezoning)
- criteria for feasibility (commercial buildings, transit access, walkability, utilities and sewage infrastructure, etc).

Data sources for qualitative research include research papers and interviews.

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Name: _____

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

Overall action plan goal:

Tasks and timeline

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Cost estimate: _____

Description:

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Description:

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Time estimate: _____

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Description:

DRCOG Civic Academy - Individual Action Plan

E-Bike Policy and Safety: South Metro Conversation Starter

Project Description

Name: Joe Davidson

What overarching problem are you hoping to address?

The rapid increase of high-speed e-bike use by youth in the South Metro area is creating fragmentation in safety policies and enforcement across public spaces.

This effort aims to bridge the critical data gap (confirmed by CDPHE epidemiologist, Reagan) by initiating a structured dialogue between local enforcement, facility managers, and identifying the most suitable statewide policy venues for collaboration.

This search is informed by the knowledge that organizations like the Colorado Young Driver's Alliance (CYDA) are strategically expanding their focus to include e-mobility and other non-driver transportation modes used by youth.

What is the overall goal of your action plan?

- Increase knowledge of statewide and local e-bike regulations and enforcement
- Support youth e-mobility injury prevention efforts
- Establish direct communication channels between three key local sectors (Law Enforcement, Parks, Public Health) and to synthesize their current perspectives, culminating in a formal recommendation of existing policy venues where these discussions can be continued and expanded regionally.

What stakeholders are critical to the success of your action plan?

1. **Colorado Department of Public Health and Environment (CDPHE):** Specifically, **Steph Leonard, AICP, MPH, MURP, Interim Transportation Injury Prevention Manager**, who provides policy context and connections (including CYDA), and injury epidemiologist **Reagan Chiaverini**, who confirmed the **structural data limitations**.
2. **Douglas County Sheriff's Office (DCSO):** To provide the **enforcement and citation** perspective, specifically targeting non-traffic incidents.
3. **Highlands Ranch Metro District (HRMD) Park Rangers/Staff:** To provide the **facility and user conflict** perspective on open spaces and trails.

4. **Existing Policy Venues (e.g., Colorado Young Driver's Alliance - CYDA):** To be evaluated as the potential forum for future cross-jurisdictional collaboration, particularly given their **recent strategic planning shift toward e-mobility**.

Objectives and Success Measures

Goal: To produce a Synthesis Brief that captures the current state of e-bike safety conversations and formally recommends collaboration venues.

Objectives: (Measurable action steps)	Success Measure or Measures: (What is the deliverable?)	Target: (How will you know the measure is met?)
1. Initiate Contact and Secure Conversation	Successfully hold introductory conversations/interviews with the two remaining target agencies.	2 documented conversations/meetings (DCSO, HRMD) completed by Week 5 . (CDPHE is completed).
2. Assess Local Enforcement and Facility Status	Collect specific, actionable information on what, if anything, DCSO and HRMD are currently discussing or enforcing.	Collection of at least 2 current policy/enforcement points (e.g., citation type, current HRMD ordinance text, or documented user conflict observations).
3. Develop Synthesis Deliverable	Write and finalize a short Synthesis Brief compiling all three perspectives and collaboration findings.	A 1-page Synthesis Brief is completed, detailing the local enforcement challenges and the CDPHE data gap.
4. Identify and Evaluate Collaboration Venues	Formally recommend the best existing venue(s) for the South Metro group to continue the discussion.	Brief includes an explicit recommendation and justification for 1-2 existing groups (like CYDA) or committees where e-bike policy could be advanced.

What will success look like?

Target:

- I will know I have met the success measures when the final, one-page **Synthesis Brief** is written, distributed, and clearly **recommends the most appropriate existing forum(s)** for the local agencies to move the conversation forward.
- **Ultimate Success (Beyond Academy):** A local contact (DCSO or HRMD) uses your brief to **request a seat or presentation** at the recommended policy venue.

Data:

- **Qualitative Data:** Summarized notes from the DCSO and HRMD conversations focusing on their unique concerns and current enforcement/facility challenges.
- **Structural Data:** Confirmation of the **CDPHE data gap** regarding e-bike/e-scooter crashes, **sourced directly from the epidemiologist, Reagan.**
- **Collaboration Data:** Formal identification and **evaluation** of existing policy venues, leveraging the information that CYDA is **actively expanding its strategic focus** to include modes like e-bikes.

Project Implementation Details

Funding

Cost Estimate	Description
\$0 - \$50	Primarily soft costs: Minor printing, potential fee for attending a single relevant local conference or committee meeting (if necessary and minimal).

Expertise or Guidance

Description
I need guidance from the DRCOG planner and Steph Leonard (CDPHE) on how to evaluate and approach the identified policy venues professionally.
Mentor/Advisor: The DRCOG planner and the initial CDPHE contact (Steph Leonard) are crucial thought partners for facilitating these high-level connections.

Labor

Time Estimate	Description
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15-20 hours over 7 weeks	This includes: 5 hours for drafting professional emails and follow-up, 10 hours for conducting the two remaining interviews and transcribing notes/researching venues, and 5 hours for writing and distributing the final 1-page brief.
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Information

Description
Direct Contact Names/Emails: I need the specific person to contact at DCSO and HRMD .
Enforcement Details: Specific non-traffic citation data or formal policy language from DCSO and HRMD.
Acquisition Strategy: I will contact DCSO and HRMD directly about the best parties to connect with. The CDPHE contact, Steph Leonard , has provided initial insight into potential statewide venues, including the timely information on the CYDA expansion.

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Project description

Name: Erin Edwards _____

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

To address the fatal drug overdose crisis and the associated societal stigma and dehumanization of those lost to overdose and their surviving families.

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

The plan is to host the Adams County International Overdose Awareness Day Event: Candlelight Vigil and Memorial Bench Unveiling on August 31st, 2027, in collaboration with harm reduction organizations. The primary goal is to humanize the 1,478+ people lost to overdose in the last 10 years, offering a space for community grieving and connection. The event will feature a candlelight vigil with music, a poetry reading, and speakers including advocates, surviving family members, and a person in recovery. Pending approval, a memorial bench designed by a surviving parent will be unveiled, featuring symbolic engravings and reflective circles for each person lost.

Overall action plan goal:

The plan is to host the Adams County International Overdose Awareness Day Event: Candlelight Vigil and Memorial Bench Unveiling on August 31st, 2027, to provide a space for community healing, humanize those lost to overdose and actively in addiction, and increase Adams County residents' awareness and support of harm reduction resources.

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”).
Research: <ul style="list-style-type: none">• Research similar events in the north Denver region• Finalize list of key stakeholders• Finalize list of possible sponsors• Permitting and safety considerations• Grant opportunities	November - December 2025
Formalize partnerships with key organizations and agencies	January 2026 - August 2026 (1.5 years prior)
Grant applications & Memorial Bench Blueprint	- Blueprint: Due Jan 2027 Grants <ul style="list-style-type: none">• Northglenn Art on Parade: February 2027• Adams County Community Enrichment Grant: Q1 2026• Adams County Neighborhood Community Fund: Reviewed on the Wednesday of each month
Secure Sponsors	August 2026 - February 2027 (1 year - 6 months prior)
Finalize location, secure permits, and confirm speakers	August 2026 (1 year prior)
Community Engagement Plan & Outreach	Entries for Memorial Bench: February -March (6 months ahead) Attendance outreach April - August (4 months - continued)

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Community participation	<p>Target: 300-400 community attendees Measurement: Clicker count</p> <p>Target: Diverse attendance - age, ethnicity, & geography Measurement: Visual impression and online RSVP data</p>
Harm reduction resource distribution & education	<p>Target & measurement: 250+ Naloxone kits distributed</p> <p>Target: Direct service connection for more information Measurement: Number of sign-ups at resource tables</p>
Community connection and healing	<p>Target & measurement: 100+ attendees participate in the memorial bench content</p> <p>Target: 400+ people visit the memorial bench and leave messages Measurement: not sure yet</p>

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.
Elected official engagement	<p>Target & measurement: Attendance from 3 elected officials</p> <p>Target & measurement: 1+ elected officials publicly claim support for harm reduction solutions</p>
Impact on stigma	<p>Target: Family members feel a sense of connection to the community & honoring of loved ones</p> <p>Measurement: We could do a survey, but I don't love that idea, it feels cold and calculated</p> <p>Target: If even one life is saved from the resources & changes the perception of addiction, it's worth it.</p> <p>Measurement: No way to measure</p>

What will success look like?

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

Falling within 10% of the noted targets.

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

Clicker count, RSVP data, participation in the memorial bench, and possibly a follow up survey.

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: \$23,000

- **Event: \$3,000**

- Park uses permit: \$50 - \$150
- Event insurance: \$300
- Security (if required): \$200
- Sound system rental: \$200-400
- 500 Vigil candles: \$600
- High school orchestra or local choir: \$500
- Poet Laureate: \$300
- Outreach advertising (social media ads, local radio): \$500
- Harm reduction materials: \$0 provided by sponsors & collaborators

Memorial Bench: \$20,000

- Permit: TBD
- Structural engineer consultation: \$500
- Construction: \$15,000
- Unforeseen costs: \$2,500
- Artist commission: \$1,000
- Outreach for community contributions: \$1000

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?

- **Subject matter expert consultation:** I need to connect with a subject matter expert in harm reduction advocacy to talk through the plan to seek feedback about unintended messaging, actual impact, and recommendations for improvement
- **Public art process & forms:** I only have initial research, but plan to connect with Adams County board of arts and culture, as well as Northglenn Art's "Art on Parade" organizer (Michael Stricker at 303.450.8727)
- **Grant application guidance:** Several of the grants require 501(c)(3) to be eligible, so I will have to work with collaborators to apply
- **Outreach & Engagement:** I will need the support of community partners to reach community members
- **Event logistics:** I'm not sure about fire regulations for a candlelight vigil

Identified possible partners & sponsors:

Possible Sponsors

- • Emergent BioSolutions (company that sells Narcan)
- • International Overdose Awareness Day
- Colorado Consortium for Prescription Drug Abuse Prevention

Possible Partners

- Adams County Opioid Abatement Council
- Adams County Health Department
- Project DAWN (Deaths Avoided With Naloxone)
- Harm Reduction Action Center

- Never Use Alone
- Colorado Behavioral Health Administration
- Adams County Coroners' Office
- City of Northglenn Community Foundation (Memorial Bench program)
- Thornton Arts, Sciences & Humanities Council
- Local advocacy groups & treatment centers
- The Raleigh House
- IDEA Thornton
- Advocates for Recovery Colorado
- Colorado Medication Assisted Recovery
- SAMSHA
- City council members:
 - Brighton: City of Brighton
 - Commerce City: City of Commerce City
 - Federal Heights: City of Federal Heights
 - Northglenn: City of Northglenn
 - Thornton: City of Thornton
 - Arvada: City of Arvada (small portion)
 - Aurora: City of Aurora (small portion)
 - Bennett: Town of Bennett

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: 1.5 years

Description:

- Commissioned artist(s): Already identified an artist who lost a child to overdose who has a sculpture/bench concept. They will require support in grant applications and contractor management.
- Volunteers - est. 10 - 15
- Partnership with those identified above

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Description:

- Adams County Coroner Data
- See "Expertise or guidance" points above

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Project description

Name: Stephanie Firestone

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

Housing insufficiency; housing affordability; loneliness; ageism.

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

I will undertake an initial assessment of interest in and barriers to older homeowners living alone, undertaking necessary home modifications and opening their home to a younger renter. I hope to provide some preliminary data to relevant stakeholders and inform thinking about utilizing unoccupied bedrooms as one contribution to addressing the affordable housing crisis in Denver.

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Outreach to recruit partner organizations (2-3) to conduct exploratory meetings with older homeowners.	By mid-December
Research to educate myself + collect data on Denver-specific housing issues, and identify potentially interested stakeholders	By end January
Develop presentation and survey instrument for exploratory meetings.	By end January
Conduct exploratory meetings with 2-3 groups of older homeowners.	January - March 2026
Analyze data and prepare report.	March - April
Share report and engage in exploratory conversations with 3-5 relevant stakeholder groups.	April - June

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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.
Recruit partner organizations to host meetings	Obtained collaboration from 2-3 entities.
Identify appropriate Denver stakeholders	Identified most relevant organizations / departments.
Collect data that is of interest to stakeholders	Collected and presented data that stakeholders found of interest, desiring to explore further.
Develop engaging presentation for older homeowner meetings	Older adult participants were engaged and responsive, feeling they obtained good information and are informing a worthwhile project.

What will success look like?

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

Conducted engaging meetings with older adult homeowners, and developed informative insights for relevant community stakeholders.

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

Focus groups, survey instruments, responses from community stakeholders.

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: \$300.

Description: Possible need to subsidize drinks and snacks for meetings with older homeowners.

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 need guidance on the most relevant community stakeholders (e.g., Sunshine Homes and other organizations that help place younger renters; local/regional government entities and nonprofits that maintain data on housing esp. older adult households in Denver), and possibly connections to them.

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: 80-100 hours

Description: *I need the help of people at the organizations I recruit, to market, arrange logistics, and host the older homeowner meetings.*

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: *Please see response to question under "Expertise or guidance."*

Individual action plan development worksheet

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Project description

*DUE 2 days before final

Name: Abby Franci

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

- Increase public education (focusing on kids) around waste, recycling and sustainability.

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

After some research, my plan is to develop, create, and share a flexible lesson plan for teachers, providing them easy, free and fun content to share on waste & recycling. I'm collaborating with a local teacher to create a 1, 2, and three day workshop, take home resources, and tips for teachers to promote sustainability in their classrooms.

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:

My overall action plan goal is to empower young environmental stewards through engaging, fun, and fascinating information and interactive activities. Through greater public education and outreach about waste and recycling, our communities can respect the environment and live more sustainably.

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").
Research topic and current curriculum and on waste & recycling	October
Brainstorm ideas for interactive workshop including crafts, writing, and sorting exercises.	November
Meet with teacher to discuss ideas, get feedback, and hear perspective.	November & December
Focus on developing detailed lesson content, take home materials and adaptable community partner collaboration.	January 2026
Share workshop content with teacher and address any feedback	February 2026
-Go to teachers classroom for Earth Day 2026 and teach students workshop, share resources, and publish everything for free on teaching platforms.	March and April 2026

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.
Create presentation content (aspect of lesson that will be taught)	This section of the workshop will be the portion presented or taught to the students in the beginning. It will have the most information! I aim to finish this section by the <u>end of February</u> .
Create/Compile 3 "Take Home" Resources	"Take home" resources will increase exposure to idea and info., knowledge among families, and sustainable practices. I aim to get these resources done by <u>End of February</u> .
Create/Develop activity or craft for lesson plan	Making the workshop light, fun, and interactive is critical to create environmental stewards. I want to make three options and aim to finish these by <u>mid-march</u> .
Create template including ideas on how to include a community partner	Bringing in community partners to talk about waste/recycling, etc. will also be an opportunity for students to learn about different careers. I aim to get this template done by the <u>End of March</u> .
Upload free content to at least 3 lesson plan-sharing teacher platforms	To ensure the content & resources are shared and promoted, I want to upload my work (free) to at least 3 platforms. I will aim to do this in <u>April</u> .
Survey students & teachers before and after workshop	By surveying the students, I'll be able to gauge how much they learned and retained from the presentation. I'm working to create a survey teachers can deploy to students. Surveying the teachers will also provide feedback and further insight.

What will success look like?

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

Success will not only include the publication of all my resources onto 3 platforms, but also involve feedback collection a few months after the content is taught. This will demonstrate effectiveness of content.

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

I will ensure to reach out to at least 3 teachers who downloaded the workshop for feedback collection on intellectual and behavioral changes.

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:

Since I can develop these materials and share them on free platforms, I do not foresee any need for funding of this project.

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've worked closely with a teacher to understand current curriculum and interest. I lack teaching experience and lesson plan development experience, so her feedback and expertise will be critical for the project. I also have been leveraging my family and friends for more content ideas as well as marketing 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: 1-2 hours weekly

Description:

Most of the project will be done by me. However, I have routine check-ins with the teacher I'm working with to collect feedback and provide support. She has agreed to meet once a month if I teach the lesson plan to her class during Earth Week.

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:

Due to my work, I already have immense access to recycling resources and information. However, I'll have to convert these resources and facts to engaging, fun, and understandable content for young students. I'll leverage other free lesson plans as well as my teacher contact to get inspiration and more knowledge on how to develop and deliver an engaging lesson plan for students.

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Project description

Name: _____

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

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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?

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

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Cost estimate: _____

Description:

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Time estimate: _____

Description:

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Funding

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Cost estimate: _____

Description:

Expertise or guidance

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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

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Project implementation details

Consider the funding, expertise or guidance, labor and information you need to implement your plan.

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Cost estimate: _____

Description:

Expertise or guidance

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Description:

Labor

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Time estimate: _____

Description:

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Project description

Name: _____

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

Overall action plan goal:

Tasks and timeline

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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:

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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:

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Project description

Name: Prince Anthony Nwachukwu

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

Denver's rising urban heat, limited access to green spaces in low-income areas, and unequal exposure to climate hazards hinder both resilience and equitable economic growth.

1. Denver currently experiences about 19 more days of above-average heat annually than it did 50 years ago; with a temperature per day of 94.2°F projected to increase from 7 - 4s days annually and an intensified neighborhood heat disparity.
2. Increased impact to due to a lack of trees and green space green spaces in low-income areas.

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

This plan focuses on integrating sustainability with community empowerment by developing neighborhood-based projects that improve climate resilience while stimulating economic activity. Initiatives will include: (1) Urban tree planting and park revitalization, (2) Recycling and upcycling micro-hubs, (3) Small business training in clean energy and green retrofitting.

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:

To strengthen Denver's local climate resilience through sustainable economic development that empowers residents, reduces emissions, and supports Colorado's 2030 sustainability vision.

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").
Conduct baseline environmental & socio-economic assessment	February to May 2026
Partner with Denver Climate Action Office & local non-profits	June to August 2026
Launch tree planting and urban cooling pilot with intention to partner with City's Programs for Weatherization	September 2026
Establish 2 neighborhood recycling and green job hubs	November 2026 to March 2027
Host community workshops on climate entrepreneurship	February to April 2027
Evaluate environmental and economic outcomes	May to October 2027

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.
Increase community green space	By the number of trees planted. My proposed target will be 3000 new trees in neighborhoods where new homes are being built
Reduce local CO ₂ emissions	Carbon reduction data (City tracking). I will start with understanding the current matrix and further move to reduce it by 15% by Oct 2026
Enhance public awareness	Workshop attendance with a target of 1,000 participants.
Create economic opportunities	Jobs and training completion - 100 green jobs; 200 trained residents
Boost recycling participation	Waste reduction metrics with a target to increase recycling rate by 25%
Strengthen partnerships	By increasing the number of organizations (Government and Private) engaged with at least 10 partnerships as a target.

What will success look like?

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

Success is – our neighborhood getting greener

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

Online community Surveys and community questionnaires
GIS mapping through site visits and end of implementation reports

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: \$500,000 tentative

Description:

Funding sources:
Denver's Climate Protection Fund,
Private sector sponsorships (Xcel Energy, NREL partners), and
Federal resilience grants (EPA/DOE), etc...

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:

Yes, I would require the inputs of some experts:

1. Requires urban forestry experts, environmental economists, and local sustainability consultants.
2. Mentorship from Denver's Office of Climate Action and community-based organizations.

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: Not Defined Yet

Description:

No, I can not implement these all by myself. I will required the help of Volunteer engagement (from university students and local NGOs); Project managers (1-2); 10 part-time field workers - Arborists etc.).

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:

First, Datasets from the Weatherization (Colorado's Weatherization Assistance) that help me in order to understand impacts from the disproportionate heat effects in order to draw up effective strategies needed to improve or protects homes from the elements, including cold, heat, water, and wind - leading to the reduction of energy use and to promote climate healing.
Also, volunteer engagement from university students and community involvements will play major role to achieve success especially in the green spaces improvement drives)

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Project description

Name: _____

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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”).

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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?

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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: _____

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.

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:

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: _____

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