

Action Plan Guide: Guided Pathways Activities



1. Project Overview

Activity/Project Name:

- Describe the project you're carrying out.



Project Lead:

- Name of the person.

Team Members:

- List the core team members involved in this project.

2. Strategic Alignment

Changes from Initial Proposal:



- Note any major changes from your original proposal or project charter (e.g., budget, timeline, scope).

Strategic Plan Alignment:

- Identify how this project aligns with the college (or other applicable) strategic plan. Highlight specific goals or objectives the project supports.

3. Equity Considerations

Equity should be a core part of your project from start to finish, not just a phase. Use your organization's equity framework to guide discussions and decision-making.



Key questions to consider:

- How will you engage diverse voices and privilege those that may be disempowered?
- How will this project impact underserved or marginalized students?
- What barriers can be addressed to ensure equitable student outcomes?

4. Communication Plan

Stakeholders:

- Who needs to be engaged, consulted, and informed about this project (e.g., community, industry, college/district leadership)?



Communication Strategy:

- How will you communicate updates and outcomes?
 - Format (e.g., email, reports, meetings)
 - Frequency (e.g., monthly, quarterly)
 - Responsible Person (Who will ensure this communication happens?)

5. Post-Project Ownership

Responsibility After Project Completion:

- Which department, committee, or individual will take ownership of the work once the project is completed?



Transition Plan:

- How are you communicating this transfer of ownership?

6. Assessment and Evaluation

Measuring Impact:

- How will you evaluate the success of your project?
 - Data Collection: What data do you need (qualitative or quantitative)?
 - Review Schedule: When and how will the data be reviewed?
 - Responsible Person: Who will lead the assessment efforts?



7. Sustainability and Documentation

Preventing Work Loss:

- How will you ensure that project knowledge isn't lost due to staff turnover?
 - Documentation Needs [Examples]:
 - Standard operating procedures (SOPs); Communication plan; Assessment plan; Manuals/Handbooks; Policy documents; Job description updates; Digital storage (Canvas/SharePoint)



Ownership:

- Who is responsible for creating and maintaining this documentation?

8. Action Plan Tracker

Break down your tasks into manageable actions. Use the table below to track task progress. Recommended: use a more detailed task status tracker [see “Task Status Tracker Template”]



Task	Assigned To	Est. Hours	Due Date	Milestone/Deliverable
Task 1	Team Member 1	5 hours	MM/DD/YYYY	Deliverable 1
Task 2	Team Member 2	3 hours	MM/DD/YYYY	Deliverable 2
Task 3	Team Member 3	2 hours	MM/DD/YYYY	Deliverable 3