

Action Plans

Developing a plan you will use



What is an Action Plan?

- A proposed strategy or course of action
- A sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed



Developing an Action Plan – SWOT Analysis

<https://rapidbi.com/swot-analysis-for-schools-and-education/>

- **Strengths** – Factors that are likely to have a positive effect on (or be an enabler to) achieving your objectives
- **Weaknesses** – Factors that are likely to have a negative effect on (or be a barrier to) achieving your objectives
- **Opportunities** – External Factors that are likely to have a positive effect on achieving or exceeding your objectives, or goals not previously considered
- **Threats** – External Factors and conditions that are likely to have a negative effect on achieving your objectives, or making the objective redundant or un-achievable.



Developing an Action Plan – SWOT Analysis

Example

Goal: Improve parent partnership by encouraging parents to visit school and become part of the community with the outcome of having more than 50% of parents spend one day in class each term.

TASK

1. Define the goal and measurable outcomes – i.e. to have more than 50% of parents spending one day in class per term
2. Consider the current activities you have in place to encourage parent-partnerships within your class/ school.
3. Complete a SWOT analysis, identifying your current strengths and realistically appraising your current weaknesses. This can only be done involving other teachers, pupils and parents.
4. From the current analysis identify factors which could be improved
5. Identify opportunities that could be created
6. Put a plan and set of measures in place.



Developing an Action Plan – SWOT Analysis



Strengths

Highly-skilled teachers.
History of successful Open day events
School has a strong ethos of openness, sharing and commitment to increasing parental confidence
Parents wanting to get involved
PTA willing to participate

Weaknesses

Teachers not available to meet parents often enough
Current open days events not increasing voluntary activity
Not enough staff time to plan more events
Staff not clear of their role in the parent relationship
Narrow focus on open events not partnership activities
Curriculum too stretched for additional activity

Opportunities

Active volunteer committee willing to plan and organise events
Pupils active in the school's Pupil Participation Project can be asked for their opinions and suggestions.
Head Teacher is willing flex curriculum to free up teacher time
Use parents to contribute to curriculum delivery

Threats

Confidentiality is at risk
Pupil coercion to do things they do not wish to do

Developing an Action Plan – SWOT Analysis

TASK

1. Define the goal and measurable outcomes – [REDACTED]
2. Consider the current activities you have in place to [REDACTED]
3. Complete a SWOT analysis, identifying your current strengths and realistically appraising your current weaknesses. This can only be done involving [REDACTED]
4. From the current analysis identify factors which could be improved
5. Identify opportunities that could be created
6. Put a plan and set of measures in place.



- Make sure they can be related to program objectives – either directly or indirectly.
<https://www.govinfo.gov/content/pkg/CFR-2018-title34-vol3/xml/CFR-2018-title34-vol3-sec647-21.xml>

McNair Mission: To increase the number of first-generation college students from low-income families and members of underrepresented groups in the nation's professoriate.

- McNair participants served during the project year will have completed appropriate research or scholarly activities.
- Bachelor's degree recipients (or equivalent) will be accepted and enrolled in a post-baccalaureate program of study by the fall term of the academic year immediately following the completion of the bachelor's degree (or equivalent).
- First year graduate students will continue to be enrolled in graduate school at the beginning of the fall term of the next academic year.
- McNair Scholars Program participants served will attain a doctoral degree within ten (10) years of the attainment of the bachelor's degree.



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Developing an Action Plan – Setting Goals

Services: MUSTS

- opportunities for research or other scholarly activities;
- summer internships;
- seminars and other educational activities designed to prepare students for doctoral study;
- tutoring; academic counseling; and
- activities designed to assist students participating in the project in securing admission to and financial assistance for enrollment in graduate programs.

Services: MAYS

- education or counseling services designed to improve financial and economic literacy of students;
- mentoring programs involving faculty members at institutions of higher education or students, or any combination of such persons; and
- exposure to cultural events and academic programs not usually available to disadvantaged students.



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Developing an Action Plan – Setting Goals Your Suggestions

1. Marketing Program, brag and updates and accomplishments
2. Refined process for graduate fee waivers
3. Getting into a pipeline for McNair projects
4. Creating an alumni personalized per institution
5. Nominate and start the competitive narrative upon entry into the McNair project for national scholarships
6. Create a center or point person at institution for exposure
7. Wellness initiatives
8. Faculty mentor accountability
9. Address accountability for students to ensure diversity and inclusion – address injustices
10. Male mentoring initiatives
11. Create a pipeline for alumni scholars and projects to know about other projects when scholars enter graduate programs
12. Formulate a McNair alumni alliance nationwide for McNair projects develop an app, a site...
13. First gen id at your institution



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ACTION PLAN TEMPLATE

Goal / Expected Outcome: List your "big" goal here

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result
What task will be done?	Who will do it?	By when?	What do you need to complete this step? (People, money, tools, etc.)	What could get in the way of task completion? How will you overcome them?	What is the outcome of the task?

Working backwards, identify all the things that need to be done to accomplish the goal or achieve the expected outcome. Then put each of those items in the Action Steps column and fill out the fields for that row. Make sure you break the goal into simple, specific action steps.

Evidence Of Success (How will you know that you are making progress? What are your benchmarks?)

Evaluation Process (How will you determine that your goal has been reached? What are your measures?)

Accountability Partner (Who will assist in checking you on track? How can you assist them?)



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