Action Plan Template: Outlines the components for successful progression and sustainability of project implementation. These components typically include: a timeline for next steps; relevant stakeholders, audience members, and decision-makers essential for discussion and capacity-building; as well as potential obstacles. Each component has multiple dimensions. For example, “next steps” may pertain to curricular, co-curricular, pedagogical, student support, or administrative processes. Capacity-building may include dissemination strategies for sharing process plans, assessment data, and best practices. Obstacles may include resources, institutional reward structures (i.e. promotion and tenure considerations), and communication strategies.

Directions for Submitting Your Team’s Action Plan:

1) Submit ONE copy of a 2-3 page statement addressing the following two questions:
   a. What are the team’s specific curricular, pedagogical, and/or process plans once it returns to campus for advancing the project worked on at the Institute?
   b. In particular, how does the team plan to share the knowledge, insights and expertise gained during the Institute with colleagues on campus?

2) Plans are DUE before leaving the Institute on Friday morning, June 8th. Plans can be submitted via electronic copy, email to Na’ilah Metwally (metwally@aacu.org).

Presentation of Action Plans:

Each team will be sharing its action plan with other campus teams on Friday, June 8th. Presentations are intended to be brief (10-15 minutes, including time for questions following each presentation). If possible, try to involve all or multiple team members in the presentation.

Questions to Begin the Action Plan Process:

3) Where do you hope the university will be in 5 years?

4) What can you do to help the university meet these goals?

5) What help do you need to support the advancement of these goals over time?

6) How will you know the work has been successful? At the student level? The faculty level? The institutional level?
Advanced Action Plan Questions for On-going Work:

7) Can you succinctly describe the **goals** of the plan in a few sentences?
   a. What is the issue?
   b. What is the objective?

8) Can you briefly describe the **process** you envision for accomplishing this plan?
   c. What are the steps needed to accomplish your goals?
   d. Who do you need to involve in the process to ensure success?

9) What are the **barriers** or roadblocks you foresee to accomplishing this work?
   e. What are your strategies for addressing these barriers?
   f. Are there steps you can take to avoid these barriers?

10) Who are the **campus champions, stakeholders, or decision-makers** needed to facilitate this work?
    g. Whose support do you need in order to encourage others to join the conversation?
    h. Whose support do you need to assure you have the necessary resources to accomplish your plan?

11) What is your **communication** strategy?
    i. Who or what groups of people on campus do you need to engage first? Second?
    j. What methods of communication will you use at each phase of your plan?

12) What are the short-term and long-term **measures** that will gauge your success?
    k. What evidence do you need to demonstrate success to your team and to others on campus?
    l. How will the information be gathered and disseminated?