

RESOURCE

Charting Your Course:
Action Plan





SCHOOL of EDUCATION
and HUMAN DEVELOPMENT
YOUTH-NEX

Action Plan

From Problem to Solution: Developing an Action Plan

An action plan is a detailed roadmap that outlines the steps necessary to address the problem you have identified. A well-developed action plan includes a process for collecting and analyzing data to evaluate the effectiveness of a proposed solution.

1. Identify your goals

- Clearly define the desired outcomes of your research project.
- When possible, break down your goals into smaller, more manageable objectives.
- Set SMART goals:



Time-bound

Example:

Reduce the number of food waste incidents in our school cafeteria by 20% within the next month.

2. Develop research questions

- Develop specific questions that will help you address your problem statement.
- Ask guestions that start with "what" or "how" to explore the details of your objectives.
- Keep your research questions aligned with your goals/desired outcomes.



Example:

What are the most common types of food waste in our cafeteria?

How can we encourage students/staff to change habits that lead to food waste?

What are the costs associated with food waste in our school?

How can we implement a composting program to divert food waste from landfills?

3. Create a timeline

- Create a schedule for implementing your action plan.
- Set deadlines for each step or milestone.
- Build in flexibility to account for unexpected delays or challenges.

Example:

Month 1	Administer surveys to assess food waste habits. Analyze survey results and identify key areas for improvement.
Month 2	Launch an educational campaign and composting program.
Month 3	Monitor food waste levels and make adjustments to the plan as needed.
Month 4	Evaluate the effectiveness of the food waste reduction strategies.
Month 5	Develop a report for school leaders summarizing findings and recommendations.

4. Assess resources needs

Identify the resources needed to implement your action plan, such as time, money, professionals with particular skills or expertise, equipment, etc.



Example:

Access to school cafeteria records and data.

2-hour weekly team meetings for research and planning.

1-hour bi-weekly meetings with school leaders and cafeteria staff to obtain support and approval for the educational campaign and composting program.

Access to a university professor with experience in waste reduction campaigns and food composting programs.

\$100 for printing and supplies.

5. Assign responsibilities

Determine who will be responsible for carrying out each task.

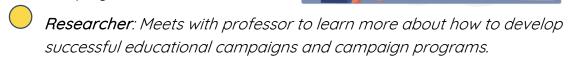
Assign tasks and responsibilities based on the skills, experience, interests and availability of each team member.

Example:

Project leader: Develops meeting agendas, coordinates communication with school staff, sends reminders to team members to ensure tasks are completed, etc.

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Data analyst: Develops survey for students/staff, analyzes data, provides summary of findings to help design educational campaign.



Communicator: Develops presentations and reports.

6. Develop a monitoring and evaluation plan

- Determine how you will track your progress and measure the effectiveness of your solutions.
- Schedule regular meetings or check-ins to review your progress.



→ Use a project management tool or a simple spreadsheet to track each team member's progress on their assigned tasks.

Example:

Week	Activity	Team Member	Due Date
1	Develop survey to assess food waste habits.	Data analyst	x/x/xxx
2	Share food waste reduction plan w/ school leaders.	Project Leader	x/x/xxx

