

## A WEAVE User's Guide to Creating Actions Plans

### 1. What is an Action Plan?

The term "Action Plan" refers to specific actions that respond to short-term and longer-term strategic initiatives. Action Plans include details of resource commitments and time horizons for accomplishment. Action Plan development represents the critical stage in planning when strategic initiatives and goals are made specific so that effective organization-wide understanding and deployment are possible.

### 2. How many Action Plans should a program have?

As many as you need, however, more is not necessarily better. Action Plans should guide your activities that will lead to accomplishing your outcomes/objectives and supporting the achievement of department, school, and institutional strategic plans.

### 3. How do I determine areas in which an Action Plan is needed?

Action Plans may be based on the need to achieve a specific outcome or objective for your program or to support achievement of department, school, or institutional strategic initiatives. Looking at strategic initiatives or at assessment of current year results should provide the basis for where Action Plans are needed.

### 4. How much detail is required in the Action Plan?

You should provide enough detail so that someone unfamiliar with your program would be able to understand the Action Plan. The Action Plan should be used by you as a guide to assist with planning and allocation of resources. Within WEAVE, the Action (first text block) can be a short title or descriptor of the Action Plan or set of activities. The Full Description should then provide an explanation of the planned activities and/or a list of the major events or milestones. You may choose to list the activities by importance or chronological order, and/or link time for completion, expected date of completion or other information to each activity. WEAVE allows you to link your Action Plan to Outcomes/Objectives and Measures by clicking on the Select button next to those fields. Also within WEAVE, you can designate the person(s) or group responsible for the Action, a target date for implementation of the action, priority (High, Med, Low), and describe any additional resources needed.

### 5. Where do I find the Action Plan in WEAVE?

After logging in to WEAVE, select your program, then click on Action Plan in the left-hand column. This will open up the Action Plan Summary page. From the summary page, you can Add a new Action Plan by clicking the Add button at the top of the page, or View, Edit or Delete existing Action Plans.

### 6. Who do I contact if I still have questions?

Contact Tom Fairchild or Doug Mains with questions about Action Plan content, and contact Doug Mains or Marc Foster with any WEAVE questions.