# [State Name] Action Planning Worksheet: Recruitment and Enrollment Strategies

## Complete this action plan for at least one of your strategies. Use this template or prepare your own. Post your completed action plan to the Moodle discussion forum by November 18, 2022.

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| Recruitment and Enrollment Vision (or vision or mission strategies align with)  |  |
| Strategy |  |

**ACTION PLAN**

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| **Action Steps** List action steps relevant to this strategy. | **Required Resources** List the resources necessary to make the strategy a success.  | **Responsible Parties** List the parties responsible for executing the strategy.  | **Affected Adult Education Stakeholders** Identify stakeholders affected or involved in this action step. | **Evidence of Completion** List how you will know the action step has been taken or completed. | **Timeline** List due dates and key activities for completing each action step.  | **Related Data** List any data related to this action step, if applicable. For example, generated, collected or disseminated data.  |
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| Evaluation Measure(s): List or describe what will be measured and how it will be measured to determine progress toward strategy. These items should align with your recruitment and enrollment vision. |
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| Risk Considerations: Identify potential threats to your action plan especially those that would be crucial to implementation of the action plan or strategy. Note that not every action plan and related strategy will have the same risks so each should be reviewed individually. |
| Considerations to help identify risks or challenges to the action plan and the related recruitment and enrollment strategy (please note these are examples and not an exhaustive list):* Resources: e.g. Do you have the resources needed to actualize our action plan?
* Stakeholder buy-in: e.g. What resistance might you encounter and from whom? Are there unintend and ill-received results or impact might happen to specific stakeholders
* Politics and policy: e.g. What policy and political considerations are needed to implement key action steps? Do the action steps or strategy require or benefit from policymaker approval or ageement to proceed?
* Data: e.g., Do you or will you have the needed data to inform the action planning steps or strategy?

Step 1: Identify potential risksStep 2: Determine the level of the risk e.g., 1) high-potential great impact, medium-potential slight impact, low-potenital minimal impact; 2) very likely, likely, unlikely, highly unlikely) and priority in which it should be addressedStep 3: Determine potential approaches to address the risk (e.g. eliminate the cause, reduce the probability or impact of the risk or do nothing-i.e. it’s an acceptable risk)Step 4: Prioritize risks based on risk level and response; adjust action plan as needed. |

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| Identify risks | What is the level of risk? | What is the level of risk? | Potential approach to address the risk |
| *List potential risks to implemention of the action plan* | *Impact* | *Likelihood* | *How will team respond to the risk and persons responsible for risk response* |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Other notes:**