**Action Plan Instructions**

As part of this workshop, we would like each participant to develop an action plan. By developing this plan, you create a roadmap that will identify issues, challenges, upcoming events, activities, key people to involve and a plan for reaching out to them, measurements of success, and a timeline. You will have an opportunity to get feedback from others on your plan. Your action plan will not be posted publicly but will be used by the project leadership for the project evaluation. Please complete your action plan using the questions below and email a completed version of this Word file to Ellen Iverson. (eiverson@carleton.edu)

**Name(s) and Department:**

**Institution:**

**Action Plan:**

1. At what scale are you interested in developing your plan? Three possible scales:
	* What approaches can you use in a single (or a few hours) of classroom/lab time to foster more research-like experiences for students?
	* What longer duration strategies could you include the next time you redesign a course?
	* What changes at a programmatic–level at your institution would you like to see to help integrate more research-like experiences for students?
2. What types of outcomes is your plan seeking to address (e.g. recruitment, retention, self efficacy)?
3. Please describe your plan, being sure to:
	1. List specific steps/tasks that need to be accomplished with as much detail as possible. If applicable, note ways that the accomplishment of these steps will improve the current program.
	2. Pay particular attention to dependencies across these tasks.
	3. Create a timeline.

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| Task Description | Dependencies (e.g. people, equipment, schedules) | Timeline |
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1. Other people, organizations, and resources needed for a successful program
	1. Who else needs to be involved?
	2. What specific steps will you take to secure needed support and engage appropriate people and organizations?
2. Analyzing the results and adapting the plan as needed
	1. How will you know if you are successful? i.e. If you are successful, what will happen as a result of your actions that wouldn’t have happened otherwise?
	2. How will you monitor your progress?
3. Identifying possible road blocks and strategies to overcome
	1. What are the challenges you expect to face?
	2. How will you address those challenges?
4. What feedback would you like from other participants? Identify whatever aspects of your plan you would most like feedback about. For example, “It would really help if. . . .
	1. I had more ideas about best practices for X?
	2. I had feedback about X aspect of my idea?
	3. I could learn from others what roadblocks I might encounter with my plan?
	4. I could get answers to these questions: . . .
	5. Or\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?