WISE Pathways Action Plan Instructions

WISE Path
This Action Plan was d
Editing Action Plan
Action Plan (located in WP Action Plan tab) contains special formatting, but primary and secondary Action Items can be added or deleted relatively easily.
To add a primary action item:
Insert a row in desired location.
Copy another primary Action Item.
Paste the copied primary Action Item in desired location.
Change text for Action Item, and other corresponding columns as necessary.
To add a secondary action item:
Insert row(s) in desired location.
Add Action Item detail.
As necessary, adjust Action Item numbering.
If a secondary action item is not indented:
Indent text by selecting cell, and clicking the "Increase Indent" button pictured. This is located under the Home tab, and in the Alignment section.
OR Copy formatting of another secondary Action Item by selecting the cell with desired formatting, clicking the "Format Painter" button, then selecting the cell that is being edited.
Other Notes
To add/remove choices from the drop down lists, edit associated tables in the Drop Down Lists Worksheet.
Use helpful link to learn more about adding and deleting columns/rows to the Action Plan.
If drop down lists become problematic, these are easy to remove.

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ways Action Plan: Instructions
eveloped as a resource for WISE Pathways sites.
Helpful Links
https://support.microsoft.com/en-us/office/insert-or-delete-rows-and-columns-6f40e6e4-85af-45e0-b39d-65dd504a3246#:~:text=To%20insert%20a%20single%20row,selection%20and%20click%20Insert%20Rows.
https://support.microsoft.com/en-us/office/move-or-copy-cells-and-cell-contents-803d65eb-6a3e-4534-8c6f-ff12d1c4139e
https://support.microsoft.com/en-us/office/move-or-copy-cells-and-cell-contents-803d65eb-6a3e-4534-8c6f-ff12d1c4139e
https://support.microsoft.com/en-us/office/insert-or-delete-rows-and-columns-6f40e6e4-85af-45e0-b39d-65dd504a3246#:~:text=To%20insert%20a%20single%20row,selection%20and%20click%20Insert%20Rows.
https://support.microsoft.com/en-us/office/use-the-format-painter-4bb415a9-d4e4-42b7-b579-170adc594e40
Helpful Links
https://support.microsoft.com/en-us/office/add-or-remove-items-from-a-drop-down-list-0b26d3d1-3c4d-41f5-adb4-0addb82e8d2c
https://support.microsoft.com/en-us/office/insert-or-delete-rows-and-columns-6f40e6e4-85af-45e0-b39d-65dd504a3246#:~:text=To%20insert%20a%20single%20row,selection%20and%20click%20Insert%20Rows.
https://support.microsoft.com/en-us/office/remove-a-drop-down-list-01b38366-f5bb-43f8-9df9-8a707b9502f0

WISE Pathways Action Plan

Activity #	Action Item	Duration	Start Date	Completed Date	Deadline	Task Owner	Status	Comments
1	**Engage Industry Partners**							
1.1	Identify industry partners							
1.2	Meet with potential industry partners to confirm partnership							
1.3	Collect Employer Commitment Forms to formalize partnerships							
1.4	Request and collect industry feedback on curriculum							
1.5	Request and collect information on in-demand jobs from industry partners							
1.6	As applicable, engage potential Role Model Speakers							
2	**Engage Education and Training Partners**							
2.1	Identify potential education and training partners							
2.2	Meet with potential partners to confirm partnership							
2.3	Collect Commitment Forms to formalize partnerships							
2.4	Collect information on education and training opportunities							
2.5	As applicable, collect feedback on curriculum							
2.6	Develop calendar of training programs suitable for WP completers							
3	**Engage Workforce and Community-Based Organizations**							
3.1	Identify potential education and training partners							
3.2	Meet with potential partners to confirm partnership							
3.3	Collect Commitment Forms to formalize partnerships							
3.4	As applicable, engage potential Role Model Speakers							
3.5	As applicable, collect feedback on curriculum							
3.6	As applicable, identify supportive services suitable for WP participants							
4	**Create Budget**							
4.1	Identify projected expenses and potential income to offset expenses							
4.2	Prepare draft budget							
4.3	Review budget with implementation team, seeking feedback and input							
4.4	Submit draft budget to LCCC for review and suggested edits							
4.5	Finalize budget							
5	**Recruit Participants**							
5.1	Create list of locations to recruit participants							
5.2	Create outreach materials and application form with correct dates							
5.3	Print flyers and application forms							
5.4	Post flyers and application forms at chosen locations							
5.5	Post electronic flyers and application forms on social media							
5.6	Send out e-blasts							
5.7	Send out press releases							
5.8	Create and open web registration							
5.9	Tweet about WP							
5.10	Place info about WP on Facebook							
5.11	Create Attendance/Sign-In Sheet							
5.12	Create Contact List of Potential Participants from applications received							
5.13	Follow up with applicants within 2-3 days of receiving application							
5.14	Draft cover letter etc. to mail to potential participants							
5.15	Prepare envelopes and determine postage to mail cover letter and information to potential participants (optional)							
5.16	Send mailing and emails to potential participants							
5.17	Make reminder phone calls to participants about first and subsequent sessions							
6	**Recruit Participants: Information Sessions**							
6.1	Confirm dates							
6.2	Secure venues							
6.3	Create Information Session flyers and/or other outreach material							
6.4	Publicize Information Sessions							
6.5	Determine Industry and Role Model Speaker options							
6.6	Begin sending out solicitations for speakers							
6.7	Plan and confirm speaker roster							
6.8	Print or acquire WP industry handouts (specific to location)							
6.9	Lead/facilitate Information Sessions							
6.10	Register participants for WP program/workshop							
6.11	Send follow-up and thank you correspondence to contributing partners/speakers							
7	**Schedule all Dates**							
7.1	Review start dates for upcoming training in programming region that could be a next step for WP completers; plan start date for WP accordingly							
7.2	Identify a WP timeline to ensure that the program launches/ends prior to the start date of regional technical training opportunities							
7.3	Identify suitable programming locations							
7.4	Meet with potential partner sites to confirm partnership							
7.5	Set orientation dates (optional)							
7.6	Set dates of all WP Sessions at all locations							
7.7	Confirm all dates 1 month prior to start							
7.8	Re-confirm all dates 1 week prior to start							
7.9	Set application deadline date							
7.10	Set Role Model Speaker training dates (optional)							
7.11	Set Facilitator training dates (optional)							
7.12	Set graduation date							
8	**Logistics/Site Planning**							
8.1	Confirm/finalize location							
8.2	Design room set-up							
8.3	Secure supplies and equipment							
8.4	Clean the room							
8.5	Prepare handouts							
8.6	Prepare binders and toolkits							
8.7	Set up room							
8.8	Decide staff roles at sessions							
9	**Program Design: In-Demand Career Sessions**							
9.1	Make a list of potential Industry and Role Model Speakers							
9.2	Contact potential speakers to gauge interest and availability							
9.3	Plan and confirm speakers for all In-Demand Career Sessions							
9.4	Coordinate with speakers regarding session details							
9.5	Create a list of WP Industry handouts							
9.6	Prepare handouts for In-Demand Career Sessions							
9.7	Send out reminders to all speakers 1 week prior to session date							
9.8	Send out reminders to all speakers 2 days prior to session date							
9.9	Lead/facilitate all In-Demand Career Sessions							
9.10	Send thank you letters to speakers							
10	**Program Design: Core Skills Sessions**							
10.1	Determine facilitator/speaker options							
10.2	Begin sending out solicitations for facilitators/speakers							
10.3	Plan and confirm facilitators/speakers for all Core Skills Sessions							
10.4	Coordinate with Core Skills Session facilitators/speakers regarding session details							
10.5	Create a list of WP Core Skills handouts							
10.6	Prepare handouts for Core Skills Sessions							

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Activity #	Action Item	Duration	Start Date	Completed Date	Deadline	Task Owner	Status	Comments
10.7	Identify computer lab for resume/application sessions (optional)							
10.8	Finalize plans for computer lab (optional)							
10.9	Confirm status of computer lab (optional)							
10.10	Set up computers and lab (optional)							
10.11	Send out reminders to all Core Skills Session facilitators/speakers 1 week prior to session date							
10.12	Send out reminders to all Core Skills Session facilitators/speakers 2 days prior to session date							
10.13	Lead/facilitate all Core Skills Sessions							
10.14	Send thank you letters to all Core Skills Session facilitators/speakers							
11	**Program Design: Graduation/Completion**							
11.1	Determine keynote speaker options							
11.2	Begin sending out solicitations for speakers							
11.3	Plan and confirm speakers for graduation/completion ceremony							
11.4	Create invitations for graduation/completion ceremony							
11.5	Distribute invitations for graduation/completion ceremony							
11.6	Handle logistics of ceremony and food							
11.7	Hold graduation/completion ceremony							
11.8	Send follow-up and thank you correspondence to contributing partners/speakers							
12	**Evaluation and Reporting**							
12.1	Distribute evaluations to participants, speakers, and facilitators							
12.2	Collect evaluations and summarize results							
12.3	Review and report program outcomes							
12.4	Adjust programming as necessary							