ABOUT ME

Gold Medal Parallel Parker
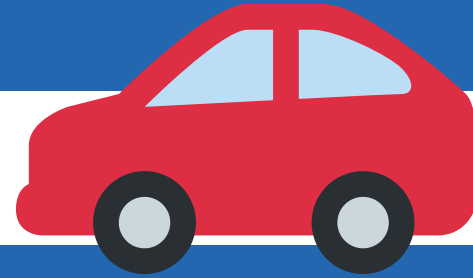
Certified Project Manager Professional, Project Management Institute

14+ years higher education administration, executive leadership, project management, change management, teaching, consulting

Anthropology, M.A., B.A. Qualitative Research

ABOUT YOU

In the chat box, what is your "everyday" superpower that would win you a gold medal at the Olympics?

E.g. stacking the dishwasher, telling time without a watch, packing a suitcase like a pro.

AGENDA
OCTOBER 25, 2024

12:00-12:45
- **Welcome and What to Expect**
- **Small group discussion Guided Pathways Work Plans (submitted to SBCTC in August)**
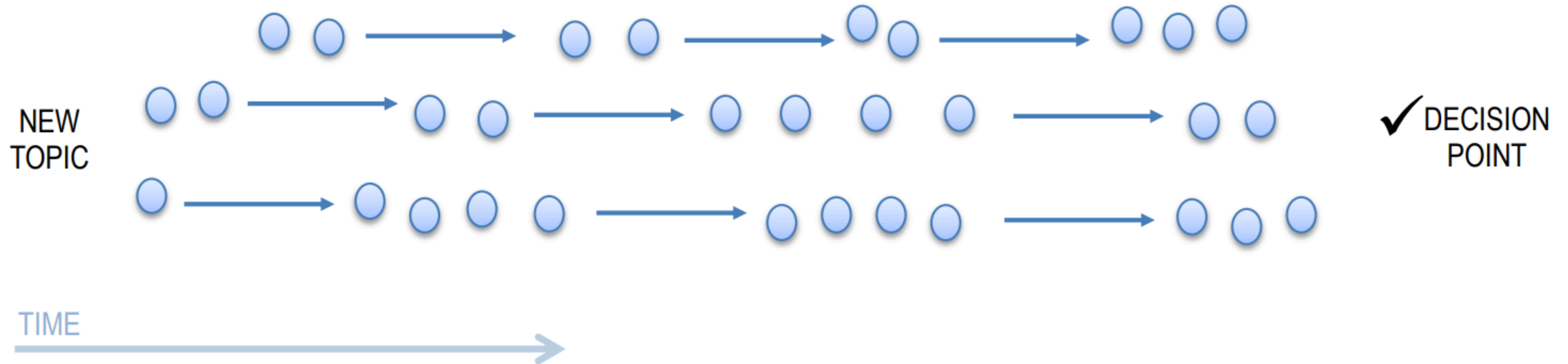
12:45-12:55 - Break

12:55-1:20
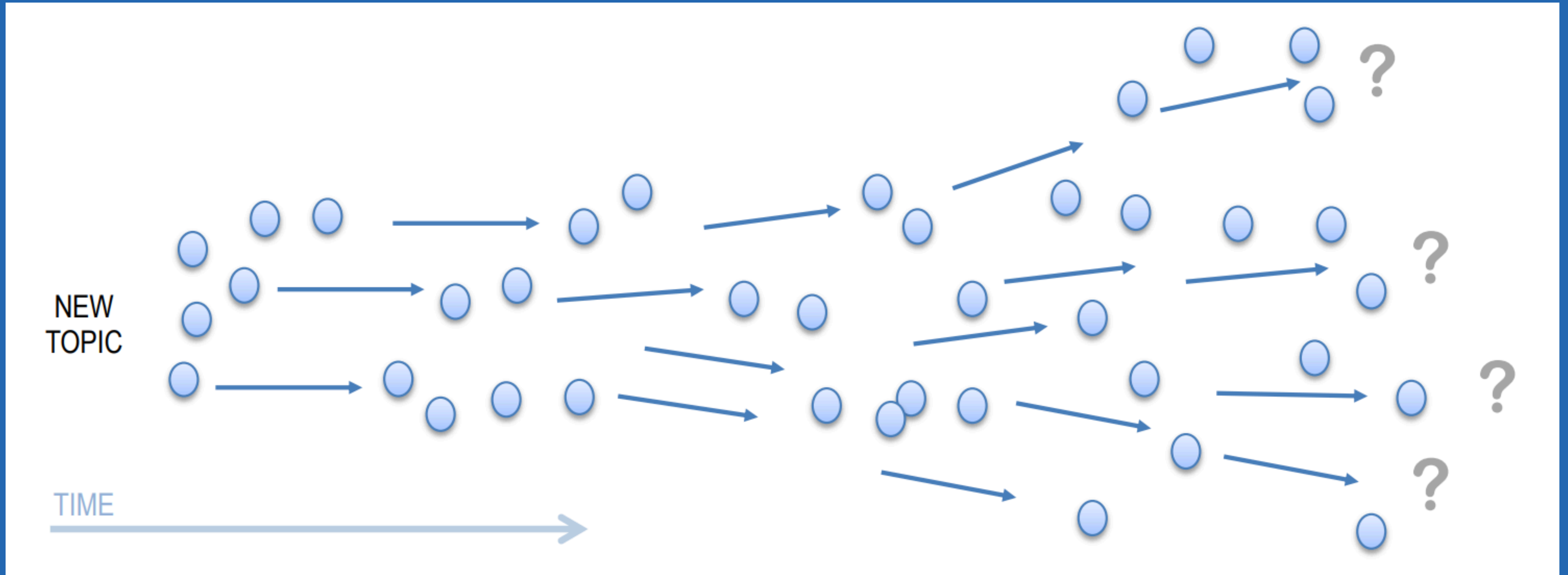- **Action Plans**
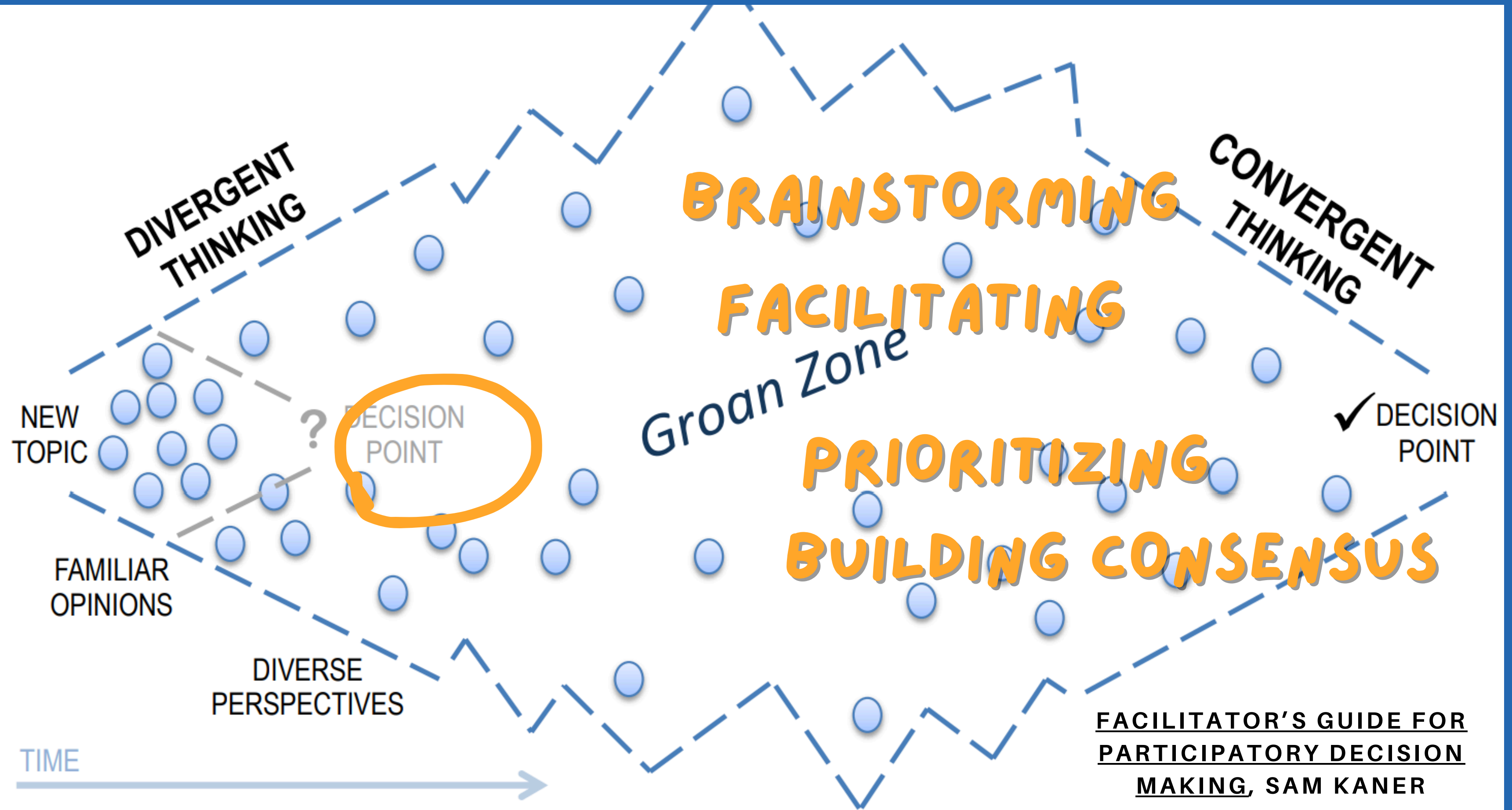- **Tracking Tasks**

1:20-1:30
- **"Homework"**
- **November 22nd Workshop**

Dynamics of Group Decision-Making

NEW TOPIC

✓ DECISION POINT

TIME

Dynamics of Group Decision-Making

Groan Zone

DIVERGENT THINKING

CONVERGENT THINKING

BRAINSTORMING
FACILITATING

Groan Zone

PRIORITIZING
BUILDING CONSENSUS

NEW TOPIC

? DECISION POINT

✓ DECISION POINT

FAMILIAR OPINIONS

DIVERSE PERSPECTIVES

TIME

What to Expect

October 25 - Today
Webinar

Understand and apply action plans and task tracking

"Homework"

Fill out an action plan with your college team

November 22nd - Workshop

In-person
Bring your action plan
Learn from other colleges

What is your top priority over the next 1-2 years?

0 👥

Pathway Mapping/Course Scheduling/Annual Schedule

36%

Advising/Progress Monitoring/Educational Plans

16%

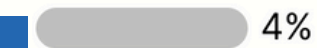**College Entry and Navigation, e.g. career exploration, orientation, first year experiences**

16%

Embedding equity

8%

Enriched Teaching and Learning/Classroom Environment and Course Design

8%

Predictive Courses/High D,F,W courses

4%

Using data for Guided Pathways, e.g. design activities, assess results, decision-making

4%

Math Pathways/Corequisites

4%

Assessing Guided Pathways Results and Determining Changes (if any)

4%

Student Voices

0%

SOLO (3 MIN)

PAIRS (10 MINS)

YOUR TASK: REFLECT ON YOUR WORK PLAN AND LEARN FROM OTHERS
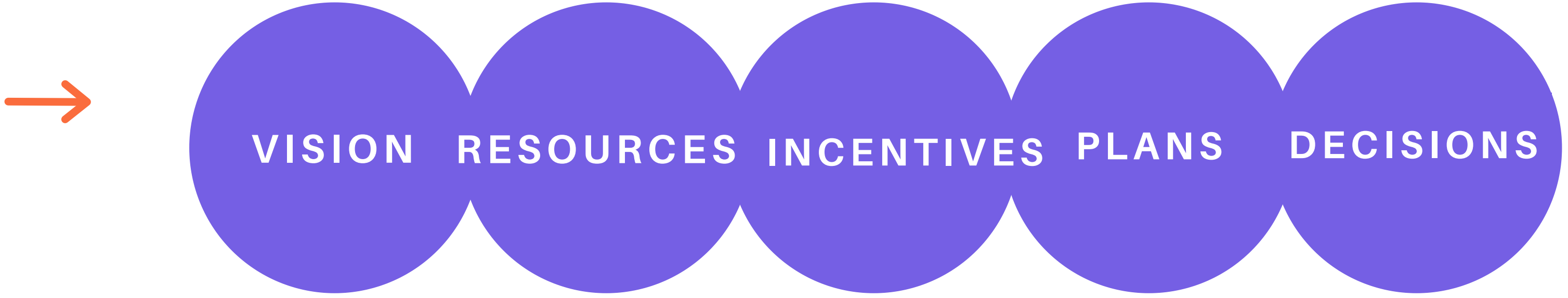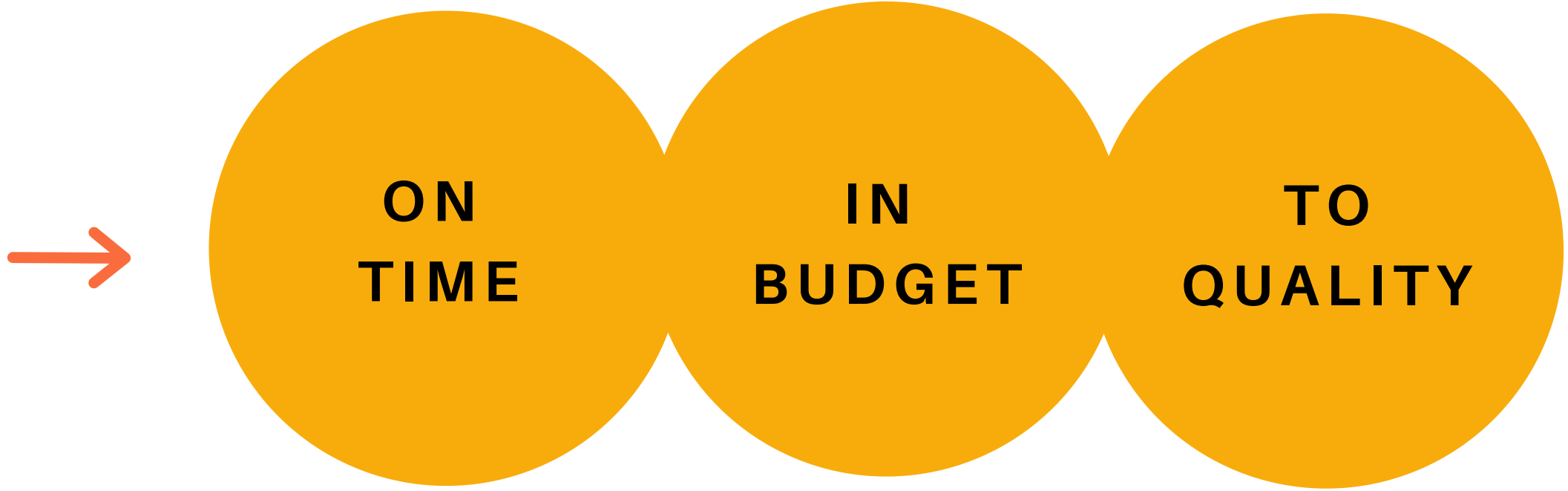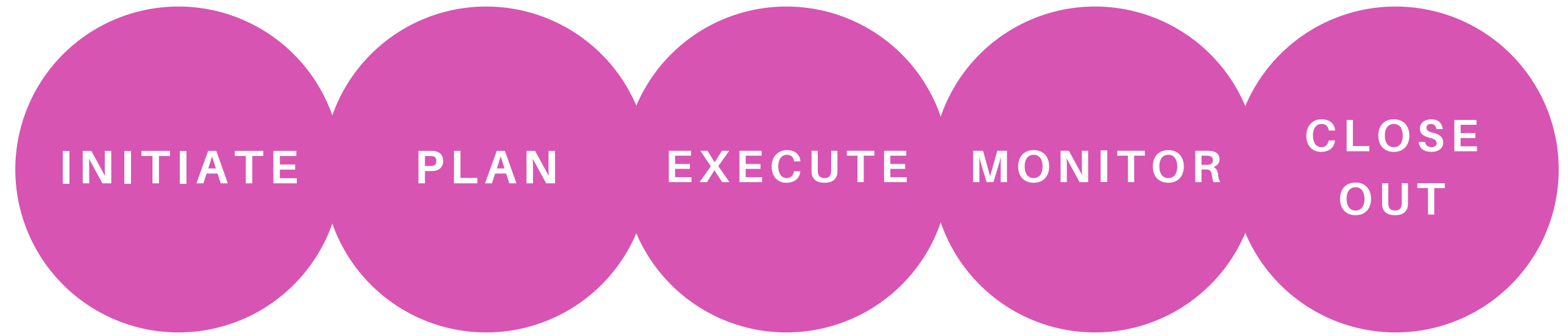
- ON A SCALE OF 1 (LOW) TO 5 (HIGH), HOW CONFIDENT DO YOU FEEL ABOUT TURNING YOUR WORK PLAN INTO ACTION OR ACCOMPLISHING YOUR GOALS? WHY?

- WHAT ARE YOU CURIOUS ABOUT HOW A DIFFERENT COLLEGE IS DOING A PIECE OF THE WORK?

01.

Project Manager
& Change Leader

WHAT DO THEY (YOU) DO?

INITIATE　　**PLAN**　　**EXECUTE**　　**MONITOR**　　**CLOSE OUT**

ON TIME　　**IN BUDGET**　　**TO QUALITY**

VISION　　**RESOURCES**　　**INCENTIVES**　　**PLANS**　　**DECISIONS**

O2.

ACTION PLAN

Action Plan Guide:
Guided Pathways Activities

LEARN CONSULTING

1. Project Overview

Activity/Project Name:

- Describe the activity you're carrying out.
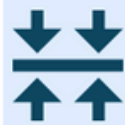
Project Lead:

- Name of the person.

Team Members:

- List the core team members involved in this project.

2. Strategic Alignment

Changes from Initial Proposal:

- Note any major changes from your original proposal or project charter (e.g., budget, timeline, scope).

Strategic Plan Alignment:

- Identify how this project aligns with the college strategic plan (or other applicable plan). Highlight specific goals or objectives the project supports.

3. Equity Considerations

Equity should be a core part of your project from start to finish, not just a phase. Use your organization's equity framework to guide discussions and decision-making.

Key questions to consider:

- How will you engage diverse voices and privilege those that may be disempowered?
- How will this project impact underserved or marginalized students?
- What barriers can be addressed to ensure equitable student outcomes?

4. Communication Plan

Stakeholders:

- Who needs to be engaged, consulted, and informed about this project (e.g., community, industry, college/district leadership)?

Communication Strategy:

- How will you communicate updates and outcomes?
  - Format (e.g., email, reports, meetings)
  - Frequency (e.g., monthly, quarterly)
  - Responsible Person (Who will ensure this communication happens?)

5. Post-Project Ownership

Responsibility After Project Completion:

- Which department, committee, or individual will take ownership of the work once the project is completed?

Transition Plan:

- How are you communicating this transfer of ownership?

6. Assessment and Evaluation

Measuring Impact:

- How will you evaluate the success of your project?
  - Data Collection: What data do you need (qualitative or quantitative)?
  - Review Schedule: When and how will the data be reviewed?
  - Responsible Person: Who will lead the assessment efforts?

7. Sustainability and Documentation

Preventing Work Loss:

- How will you ensure that project knowledge isn't lost due to staff turnover?
  - Documentation Needs [Examples]:
    - Standard operating procedures (SOPs); Communication plan; Assessment plan; Manuals/Handbooks; Policy documents Job description updates; Digital storage (Canvas/SharePoint)

Ownership:

- Who is responsible for creating and maintaining this documentation?

8. Action Plan Tracker

Break down your tasks into manageable actions. Use the table below to track task progress. Recommended: use a more detailed task status tracker [see "Task Status Tracker Template"]

Task	Assigned To	Est. Hours	Due Date	Milestone/Deliverable
Task 1	Team Member 1	5 hours	MM/DD/YYYY	Deliverable 1
Task 2	Team Member 2	3 hours	MM/DD/YYYY	Deliverable 2
Task 3	Team Member 3	2 hours	MM/DD/YYYY	Deliverable 3

1. Project Overview

Activity/Project Name:
- Describe the project you're carrying out.

Project Lead:
- Name of the person.

Team Members:
- List the core team members involved in this project.

2. Project Details

Changes from Initial Proposal:
- Note any major changes from your original proposal or project charter (e.g., budget, timeline, scope).

Strategic Plan Alignment:
- Identify how this project aligns with your strategic plan. Highlight specific goals or objectives the project supports.

3. Equity Considerations

Equity should be a core part of your project from start to finish, not just a phase. Use your organization's equity framework to guide discussions and decision-making.

Key questions to consider:
- How will you engage diverse voices, and privilege those that may be disempowered?
- How will this project impact underserved or marginalized communities?
- What barriers can be identified and addressed to ensure equity?

4. Communication Plan

Stakeholders:
- Who needs to be informed about this project (e.g., community, industry, college/district leadership)?

Communication Strategy:
- How will you communicate updates and outcomes?
  - Format (e.g., email, reports, meetings)
  - Frequency (e.g., monthly, quarterly)
  - Responsible Person (Who will ensure this communication happens?)

5. Post-Project Ownership

Responsibility After Project Completion:
- Which department, committee, or individual will take ownership of the work once the project is completed?

Transition Plan:
- How are you communicating this transfer of ownership?

6. Assessment & Evaluation

Measuring Impact:
- How will you evaluate the success of your project?
  - Data Collection: What data do you need (qualitative or quantitative)?
  - Review Schedule: When and how will the data be reviewed?
  - Responsible Person: Who will lead the assessment efforts?

7. Sustainability & Documentation

Preventing Work Loss:
- How will you ensure that project knowledge isn't lost due to staff turnover?
 - Documentation Needs [Examples]: Standard operating procedures (SOPs);

8. Action Plan Tracker

Break down your tasks into manageable actions. Use the table below to track task progress. Recommended: use a more detailed task status tracker [see "Task Status Tracker Template"]

Task	Assigned To	Est. Hours	Due Date	Milestone/Deliverable
Task 1	Team Member 1	5 hours	MM/DD/YYYY	Deliverable 1
Task 2	Team Member 2	3 hours	MM/DD/YYYY	Deliverable 2

04.

THE ACTIVITY
WORK SMARTER
NOT HARDER
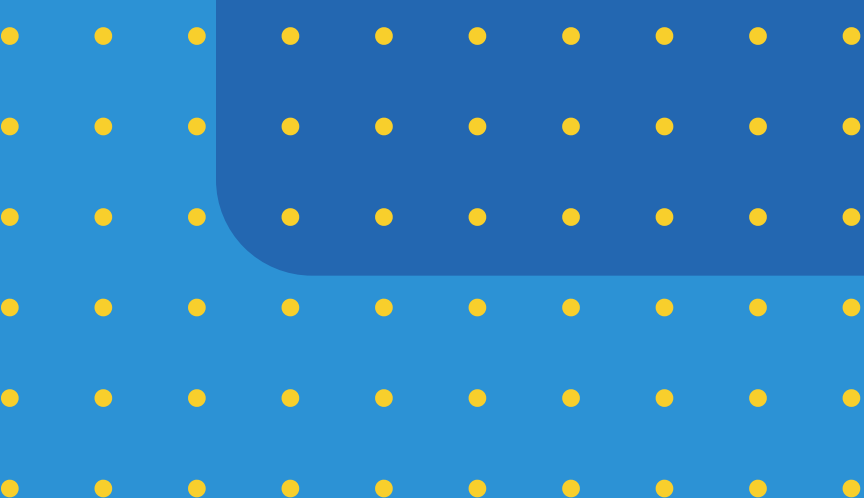
TAKE ACTION

Strategic Plan

Operational Level

Action Plan

Track Tasks
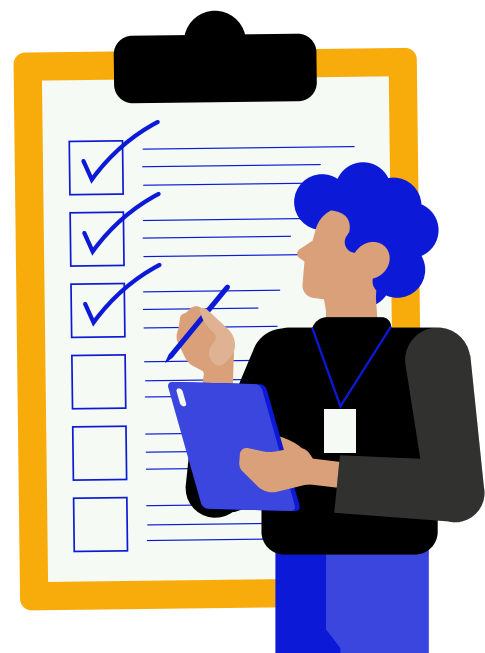
Strategic Plan (College or District Level)

Goal #1 Implement Guided Pathways with an equity focus

Department Plan (Operational Level)

Objective #1 Recruit prospective, eligible "first year experience program" students by identifying and engaging with them.

Activity #1 (Tactic)

Partner with Department of Communications to build a timeline and deliverables for program branding.

Activity #2 (Tactic)

Partner with other departments to identify eligible students for the progam and recruit them using robust, coordinated marketing materials.

ACTIVITY

Partner with Department of Communications to build a timeline and deliverables for program branding.

ACTIVITY

Partner with campus departments and other offices to identify eligible students for the progam and recruit them using robust, coordinated marketing materials.

Action Plan

Action Plan

03.

A TASK TRACKER IS YOUR FRIEND

Create Branding for New Student Program (Example)

I.D	Objective	Activity (Tactic)	Tasks	Assigned To	Est. Hour	Due Date	Deliverable	Status
1.A	Recruit prospective, eligible students for "first year experience program" by identifying and engaging with them.	Partner with Department of Communications to build a timeline and deliverables for program branding.	Reach out to Bobby in Department of Communications	Paula D	1	2-Nov	Meeting Scheduled Agenda for Meeting	Complete
1.B	Recruit prospective, eligible students for "first year experience program" by identifying and engaging with them.	Partner with Department of Communications to build a timeline and deliverables for program branding.	Develop list of branding ideas for Department of Communiations	Mahim R	5	10-Nov	List of branding ideas	Complete
1.C	Recruit prospective, eligible students for "first year experience program" by identifying and engaging with them.	Partner with Department of Communications to build a timeline and deliverables for program branding.	Present branding ideas to internal team, get consensus, and send ideas to Bobby	Mahim R	5	1-Dec	Agenda Meeting Activities	In Progress
1.D	Recruit prospective, eligible students for "first year experience program" by identifying and engaging with them.	Partner with Department of Communications to build a timeline and deliverables for program branding.	Approve final branding ideas and create project timeline for program team	Bobby	3	15-Dec	Approved branding ideas and Timeline	On hold
1.E	Recruit prospective, eligible students for "first year experience program" by identifying and engaging with them.	Partner with Department of Communications to build a timeline and deliverables for program branding.	Create branding and marketing materials	Bobby	10	7-Jan	Finalized branding and marketing materials	At Risk
1.F	Recruit prospective, eligible students for "first year experience program" by identifying and engaging with them.	Partner with Department of Communications to build a timeline and deliverables for program branding.	Share and discuss branding and marketing materials with FYE program team	Bobby	2	15-Jan	January 15 Meeting	At Risk
1.J	Recruit prospective, eligible students for "first year experience program" by identifying and	Partner with Department of Communications to build a timeline and deliverables for program branding.	Approve final branding and marketing materials from Department of Communications	Paula D	1	15-Jan	Email approval from Dean to Department of Communications	At Risk

What one word captures the next step you'll take?

Assign tasks and dates

analyze   takeaction

Organize

metrics   templates   Explore

Join at
slido.com
#3403 888

THANK YOU!

Schedule a meeting with me:
click here

kate@learn-consulting.com