

Example of Action Plan Template Fields

STRATEGY 1

Ensure all prospective students are meaningfully informed about postsecondary access, enabling them to take full advantage of admissions opportunities, scholarships, financial aid, dual enrollment programming, and college and career pathways.

TACTIC A

In coordination with the Utah State Board of Education and other stakeholders, develop and implement comprehensive practices that ensure more K-12 students and adult learners pursue higher education and enhance their career opportunities.

- **Key Activity 1** (task or project to operationalize the tactic):
 - **Intended outcome of this key activity** (what deliverable will this key activity produce in service of advancing the respective strategic plan tactic?):
 - **Justification for this key activity** (Why should we engage in this key activity? Check all that apply and please elaborate):
 - Research has demonstrated the efficacy of this key activity (What research, data, literature, etc. supports including this key activity in this Action Plan?):
 - This is key activity is a statutory or policy obligation (please reference the specific Utah Code, Board policy, administrative rule, etc.):
 - Other/This key activity is exploring the efficacy of an innovative approach:
 - **Champion(s) of this key activity:** (team member(s) primarily responsible for executing this activity):

- **Timeline:**
 - FY 2025 (list anticipated completion date):
 - FY 2026 or beyond (list anticipated completion date):

- **Resources required to facilitate this activity** (please choose all that apply):
 - Will this key activity require support from the following teams? (If yes, please quantify anticipated work in the “PERSONNEL” table below):
 - The Commissioner’s office Office of Research and Data Science (e.g., maintaining data, analyzing data, building out data visualizations, etc.)
 - Finance and Facilities (e.g., facilitating payment, collecting payment, etc.)
 - Legal (e.g., writing or editing policy, reviewing or writing contracts, etc.)
 - H.R.
 - Communications
 - Technical Education
 - Academic Education
 - Student Affairs and Access
 - Talent Ready Utah
 - The Point
 - Other

PERSONNEL (please specify staff member and a short description of their responsibilities in this key activity - not only your specific team, but any team involved in this project)

Staff member/Team	Short description and/or timeline for expected work
<i>Example: [Team or name/title]</i>	<i>[Description]</i>
<i>Example: [Team or name/title]</i>	<i>[Description]</i>

FUNDING (please specify):

Good or service	Cost per FY
<i>Example: consultant</i>	<i>Example: \$100,000 for FY25 contract</i>
<i>Example: software</i>	<i>Example: \$131.88 per FY (\$10.99/mo)</i>
<i>Example: travel</i>	<i>Example: Approx. \$2400 per FY</i>
<i>Example: computer/equipment</i>	<i>Example: \$1,200 one-time</i>