

WIOA Action Plan

After completing the WIOA QSAPs and having a team discussion of the results, you will be able to identify areas of strength and focused areas for improvement in your system. The WIOA Action plan tool will help guide your workforce system through an organized approach to capture strategies for transformation and identify next steps needed.

Instructions:

1. Hold a team discussion to develop lists identifying the key areas for improvement in each area of the QSAPs, partnerships, leadership and governance, youth service strategies, and one-stop center service design.
 2. When the lists are complete, see if areas of opportunity can be combined, eliminated, etc. to produce a manageable number.
 3. Once a manageable number of areas of opportunity are selected, enter those in the STEP 1 box of the WIOA Action Plan in the applicable QSAP topic section.
 4. As a team review the information now listed in the STEP 1 box and develop actionable goals for the area of opportunity. Enter each goal in the STEP 2 box.
 5. For each goal your team identifies in STEP 2, complete information in STEP 3 to develop a plan of action.
 6. Update the Action Plan for each goal as activities and milestones are achieved until each goal reaches a status of complete.
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See a completed example of the Action Plan on the next page.



Example Page | Partnerships Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

EXAMPLE:

Our partnership discussions seem to center on process rather than identifying and combining assets to meet customer needs.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

EXAMPLE:

To make our partnership more valuable, first get all partners focused on customer needs.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

Key Strategies	Activities / Steps	Responsible Party(ies)	Timeframe / Milestone	Resources Needed	Desired Outcomes	Status
EXAMPLE: <i>Convene a meeting with xxx partners, and construct an exercise that demands focus solely on customer needs.</i>	EXAMPLE: • Establish meeting date • Identify method to deliver customer needs exercise	EXAMPLE: <i>Sarah Freeman, WIB director</i>	EXAMPLE: <i>Complete by March 15, 2015</i>	EXAMPLE: <i>facilitator</i>	EXAMPLE: • Partnerships that are customer centric • Integrated Services	EXAMPLE: <i>In-Progress</i>



Partnerships Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>



Leadership and Governance Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>



Youth Services Strategies Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>



One-Stop Center Service Design Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>



Eligible Training Providers Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>

