



**SFA University Priority Action Areas for FY02**

**Tasks to be completed before October 15:**

- Complete the attached action plan template for your assigned Action Area
- Using the attached template, identify the effort required by your assigned staff to continue with current operations (i.e. those activities which we already do, must continue to do, and are not a formal Action Area).
- Come prepared to discuss and defend your rationale of your Action Plan
- Engage support where necessary (Lorraine, Howard, etc...)

**Team Leads**

Action Area	Team Lead
LMS	Vicki
Career Zone	Bill
Manager Development	Bill
Schools Training	Midge
Scorecard Training (need TBD)	TBD
Training Development and Delivery Process	Anne
New space for learning	Vicki
Build Learning Consultant capability	Stephen
SFA U Scorecard and Review Process	Stephen/Tony
Partnership with TDC	Anne
SFA U Communications and Outreach	Anita
Needs assessment	Sarah
Facilitation Skills Training	TBD
SFA U Cost Analysis	Tim
Resource planning	Tony
Rebranding of Video Conference	TBD
Logistics/Registration Support	Vicki Wilson
Financial Partners	TBD
Other	



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## Action Plan

**Action Plan:** What is the name of the action plan?

### Sponsor

- Who is the one person responsible for defining and achieving the objectives of the action plan?

### Description

- Describe the purpose of the action plan and the rationale for completing the work described.
- What is the end state?

### Objectives/Results

- How will we know we were successful once it is complete? (conditions, criteria and actions)
- What objectives will deliver “quick wins” in the first 2 – 4 months?

### Metrics

- What are the measurable results, both the measure and the indicator of success?
- When will the measurable results be realized?

### Approach and Milestones

- What are the tasks that need to occur? Segment FY02 tasks from long-term tasks.
- What are the dates when tasks need to occur?
- What are the checkpoints when deliverables will be reviewed?

### Deliverables

- What are the deliverables that will be created?

### Level of Effort, Roles and Responsibilities

- How many SFA U people are involved? Who is involved?
- What is the time commitment? (100% of FTE = full time, 20% FTE = 1 day a week)
- What are the roles and responsibilities of the team members?
- How many non-SFA U people are involved? (SFA, PSG, Accenture, NCS, CTS, other)?

### Dependencies

- What activities, external to this action plan, must occur for the action plan to be successful?
- Who is responsible for assuring the success of this dependency?
- When must this dependency be addressed?

### Performance Plan

- How does the action plan support the SFA performance plan?
- What metrics will be used to measure the success of the action plan?

### Costs

- What operational or investment costs are required?
- When will these costs be incurred?

### Other Resources

- What other resources are needed? (space, materials, etc...)



**Action Plan Name**

**Sponsor:**

**Description**

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**Objectives/Results**

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**Metrics**

<i>Success Measure</i>	<i>Quantity/Indicator of Success</i>	<i>Date Realized</i>

**Approach and Milestones**

<i>Milestone</i>	<i>Date</i>

**Deliverables**

<i>Deliverable</i>	<i>Responsibility</i>	<i>Date</i>

**Level of Effort, Roles and Responsibilities**

<i>Who</i>	<i>Role</i>	<i>% of FTE</i>	<i># Months</i>	<i>SFA U or Other</i>

**Dependencies**

<i>Dependency Description</i>	<i>Responsibility</i>	<i>Resolution Date</i>

**Performance Plan**

<i>Action on Performance Plan</i>	<i>Metrics for Success</i>

**Costs**

<i>Description of Service</i>	<i>Cost</i>	<i>When Incurred</i>

**Other Resources**

- What other resources are needed? (space, materials, etc...)



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**Ongoing Activities**

*Use the following table to identify the effort required by your assigned staff to continue with current operations (i.e. those activities which we already do, must continue to do, and are not a formal Action Area).*

<i>Who</i>	<i>Activity</i>	<i>Role</i>	<i>% of FTE</i>	<i># Months</i>