

**Road Map Planning Worksheet**

**Part 2**

**Action Planning for Individuals or Departments**

**EXAMPLE 1: Humane Society**

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| Name of Person or Department: Foster Care Coordination Team – lead coordinator: Marilyn Smith |
| Mission Statement:“To bring people and animals together to create a no-kill community in Davis County. We provide shelter and care to homeless pets, low-cost spay/neuter, and pet adoption services for the community to help create a lifesaving safety net for every homeless dog and cat in our community.” |

**Individual or Department Action Plan**

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| **Review Dates** | **Progress Assessment** |
| Plan creation | January 28, 2021 |
| 3 month review | April 30, 2021 |
| 6 month review | July 28, 2021 |
| 9 month review | October 29, 2021 |
| Completion | December 31, 2021 |

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| Goal 1: (Enter Goal)Increase foster homes to foster 20% more kittens in 2021 over 2020. |
| Our Objective, Action or Project1. Gain an understanding of foster caregivers’ opinions and preferences
2. Review & update foster care processes
3. Market to recruit foster caregivers
4. Train foster caregivers
5. Create support system for foster caregivers: veterinary care
6. Create support system for foster caregivers: peer to peer
7. Show appreciation for foster caregivers
8. Assess progress
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| Lead: Foster Care Coordinator: Marilyn SmithTeam Members: Marketing Manager, Cat Care Manager, Adoption Manager, foster care coordination assistantsStatus labels: started, in progress, on hold, completed. Blank indicates not yet started |
| Actions | Start date | End date | Notes | Status |
| Conduct foster caregiver survey (A) | 1/25 | 2/15 | Include what works well, challenges/concerns, preferences. Analyze information; share results | Started |
| Review & update foster care processes(B) | 1/25 | 2/28 | Including related animal care processes, such as tracking, vet care needed, after hour emergencies, etc. and after hour emergency contact. |  |
| Support development of marketing plan (C) |  |  | Work with marketing manager |  |
| Update training program (D) | 3/15 | 3/28 | Develop a mentoring program for caregivers – work with foster care assistants |  |
|  | 2/10 | 3/10 | Update the training program– work with foster care assistants |  |
|  | 3/10 | 3/30 | Create a training video to be watched remotely |  |
|  | 2/1 | 2/30 | Update manual– work with animal care and foster care assistants |  |
| Create support system: vet care (E ) | 2/1 | 228 | Work with vets and animal care mgr. to develop updates processes for accessing services in orderly, timely manner |  |
| Create support system: peer to peer (F) | 3/1 | 3/10 | Create a special Facebook page for the foster caregivers and mentors – work with marketing team to create |  |
| Develop appreciation plan for foster caregivers (G)  | 3/20 | 4/20 | Develop a plan to share goals, celebrate team successes and express personal thanks to caregivers – work with foster care assistants |  |
| Assess progress(H) | 2/1 | 2/15 | Create tracking sheet showing last year and this year’s data for recruitment and for animals fostered. Establish target goals for each month |  |
| Outcomes: |