

**Road Map Planning Worksheet**

**Part 2**

**Action Planning for Individuals or Departments**

**EXAMPLE 2: Rescue Group**

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| Name of Person or Department: Wanda S. - Volunteer Coordination  |
| Mission Statement:“To save and protect animals, to provide care and treatment, to advocate for their welfare and to enhance the human-animal bond.” |

**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 30, 2021 |
| Completion | January 31, 2022 |

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| Goal 1: (Enter Goal)Increase the total number of volunteer hours for 2021 by 25% over what was worked in 2020. |
| Our Objective, Action or ProjectIdentify areas where we could use more volunteer help Plan training and mentorship for volunteersRecruit new volunteersManage problem volunteersRetain volunteersAssess progress |
| Lead: Foster Care Coordinator: WandaTeam Members: Robert, Lola, and other key team members as needed |
| Actions | Start date | End date | Notes | Status |
| Identify areas where we could use more volunteer help  | 1/25 | 2/28 | 1. Get volunteer opportunity list from each program lead including remote volunteering
2. Group them into categories
3. Create job descriptions
 | Underway |
| Plan training and mentorship for volunteers | 1/25 | 3/15 | 1. Select 4 to 6 mentors from current volunteers based on fit for role
2. Update training for volunteers so can be done via Zoom once a month
 | Starting next week |
| Recruit new volunteers | 2/15 | ongoing | 1. Work with Robert on plan to recruit volunteers through social media, local new paper and TV
2. Set budget for boosted posts
3. Post to local volunteer boards online
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| Manage problem volunteers | 3/5 | 3/10 | 1. Meet with Joanne to create code of conduct, update volunteer agreement
2. Discuss plan for reporting & managing any issues
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| Retain volunteers | 3/1 | 3/30 | 1. Plan focus group of key volunteers and separate one of key program leads to generate ideas to keep volunteers happy and engaged.
2. Select 5 ideas from the list and create a plan to execute these including target dates for each.
3. Reach out to past and current volunteers to see if we can engage them.
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| Assess progress | 1/25 |  | 1. Determine exact goal hours to hit 25% increase. Determine number of volunteers needed and set target recruitment goals for new volunteers
2. Create spread sheet with goals for each month for volunteer hours worked.
3. Share goal and progress with volunteers.
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| Outcomes |