

## RENEW Youth/Team Action Plan

**Instructions:** This tool is used to develop a workplan that allows the youth and team to plan and progress monitor as they work toward one of the youth's major goals. First, fill in the appropriate student information. Then insert the long-term goal the youth and team have identified. Below the long-term goal there are a series of grids. Each grid is for a short-term goal. Insert all the short-term goals the youth and team have identified in their own grid. Then for each short term goal, decide when the short-term goal needs to be completed. List the various steps needed to complete the short-term goal in the left column of the grid. For each step, the youth and team should articulate what resources, materials, and supports are needed and list them in the adjacent column. Team members responsible and dates for completing each step are logged in the next two columns. The status column is used to determine whether the step is complete, incomplete, or not started and the comments box can be used to log more specific information about the status. The simple Action Planning Tool is used in conjunction with this tool as it generates the steps under the short-term goal during each meeting.

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Grade Level:** \_\_\_\_\_

**Long-Term Goal:** \_\_\_\_\_

<b>Short-term Goal #</b>					
<b>When Do I Want This Completed?</b>					
<b>What Do We Have To Do To Make This Happen?</b>	<b>What Resources, Materials, or Support, Do I Need?</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Status (complete, incomplete, not started)</b>	<b>Comments</b>


### Action Plan (CONT.)

<b>Short-term Goal #</b>					
<b>When Do I Want This Completed?</b>					
<b>What Do We Have To Do To Make This Happen?</b>	<b>What Resources, Materials, or Support, Do I Need?</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Status</b>	<b>Comments</b>

### Action Plan (CONT.)

<b>Short-term Goal #</b>					
<b>When Do I Want This Completed?</b>					
<b>What Do We Have To Do To Make This Happen?</b>	<b>What Resources, Materials, or Support, Do I Need?</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Status</b>	<b>Comments</b>

### Action Plan (CONT.)

<b>Short-term Goal #</b>					
<b>When Do I Want This Completed?</b>					
<b>What Do We Have To Do To Make This Happen?</b>	<b>What Resources, Materials, or Support, Do I Need?</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Status</b>	<b>Comments</b>

### Action Plan (CONT.)

<b>Short-term Goal #</b>					
<b>When Do I Want This Completed?</b>					
<b>What Do We Have To Do To Make This Happen?</b>	<b>What Resources, Materials, or Support, Do I Need?</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Status</b>	<b>Comments</b>

### Action Plan (CONT.)

<b>Short-term Goal #</b>					
<b>When Do I Want This Completed?</b>					
<b>What Do We Have To Do To Make This Happen?</b>	<b>What Resources, Materials, or Support, Do I Need?</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Status</b>	<b>Comments</b>

**RENEW Youth/Team Action Plan  
Example**

**Student:** Tom Jones

**Date:** 9/1 /2009

**Grade Level:** Junior

**Long-Term Goal:** Graduate from High School and attend college

<b>Short-term Goal # 1</b>	<i>I would like to learn more about Criminal Justice Careers</i>				
<b>When Do I Want This Completed?</b>	<i>Before Christmas Break of 2009</i>				
<b>What Do I Have To Do To Make This Happen?</b>	<b>What Resources, Materials, or Support Do I Need?</b>	<b>Person Responsible</b>	<b>Target Date</b>	<b>Status</b>	<b>Comments</b>
<i>Online research</i>	<i>Computer – <a href="http://www.bridges.com">www.bridges.com</a> or <a href="http://www.online.onetcenter.org">www.online.onetcenter.org</a></i>		<i>10/2009</i>	<i>Complete</i>	
<i>Conduct 2 Informational Interviews</i>	<i>Help from my network to locate someone in the field of Criminal Justice and My Informational Interview Questions</i>		<i>11/2009</i>	<i>In progress (1 complete)</i>	<i>Waiting to hear back from Officer Smith so I can schedule an interview</i>
<i>Job Shadow/Internship</i>	<i>STC/ELO Coordinator and/or my Guidance Counselor My network to help me find a location to intern/job shadow at</i>		<i>By 12/2009</i>	<i>Will do Semester 2</i>	<i>Won't fit into my Semester 1 schedule</i>