WPI Institute on Project-Based Learning
Action Plans: Developing, Presenting, and Submitting

Why an Action Plan? Your team's Action Plan can serve as a roadmap to advance and sustain the work you develop during the Institute. It considers goals, stakeholders, communication, capacity building, potential obstacles, and possible strategies for overcoming them.

Developing Your Action Plan: Create a two to three page document that explains how your team will move forward with regard to project-based learning. Format this document as you see fit. Choose whatever approach (e.g., prose or bulleted lists) suits your needs.

Discussion Questions to Begin Thinking About Your Action Plan
1) Where do you want your program to be in five years with regard to PBL?
2) What can you do to help meet these goals?
3) What help do you need to support the work?
4) How will you know the work has been successful? At the student level? The faculty level? The program level?

Specific Questions to Address in Your Action Plan
1) Succinctly describe the **goals** of the plan in a few sentences.
   a. What is the issue, question, or problem you're addressing?
   b. What is the objective?
2) Briefly describe the **process** you envision for accomplishing this plan.
   a. What are the steps needed (short-term and long-term) to accomplish your goals?
   b. Who do you need to involve in the process to ensure success?
3) What are the **barriers** or roadblocks you foresee to accomplishing this work?
   a. Are there any steps you can take to avoid the barriers altogether?
   b. If not, what are your strategies for addressing these obstacles?
4) Who are the **campus champions, stakeholders, and/or decision-makers** important for this work?
   a. Whose support do you need in order to bring others into the conversation?
   b. Whose support do you need for resources to accomplish your plan?
5) What is your **communication** strategy?
   a. Who or what groups of people on campus, and/or in the broader community, do you need to engage first? Later?
   b. What methods of communication will you use for each?
6) What are the short-term and long-term **measures** that will gauge your success?
   a. What evidence could demonstrate success to your team and to others on campus?
   b. How will that information be gathered and disseminated?

Presenting Your Action Plan
Each team will share its action plan with another Institute team on Friday, June 18. Plan on **5-10 minutes to present** and **5-10 minutes for questions**. Show slides if you wish. Presenting teams might suggest campus stakeholders for the audience to role-play. Try to involve multiple team members, and ensure that some team members take notes on questions and suggestions from the audience. Subsequently, each team will present to the whole group in only 2 minutes.

Submitting Your Action Plan
At the end of the Institute on Friday, June 18, please send a copy of your plan, via email, to Sara Ringer (slringer@wpi.edu). Thank you!