

## Action Plan Template & Guide

This resource is a guide for developing your plans of action on matters of diversity, inclusion, and belonging, and it offers key questions for your department or office to consider along the way. Remember to implement the core tenets of SMART goals (i.e. Specific. Measurable. Attainable. Relevant. Timely) as well as you identify actions that can be attained within a specified time period.

Also be clear about items within your department/office's span of control that can be carried by your team. For larger issues and challenges where more support is needed, connect with a staff person from the Office of Diversity & Inclusion on nature of issue and support needed from School (if you have not done so already).

Please respond to questions in each category below in your action planning:

### **Action:**

- a. What action steps will be taken within your unit in response to identified areas of growth?

### **Benefit, Impact & Outcomes:**

- b. What are the benefits, impacts, and/or learning outcomes of your initiatives and practices?
- c. How do these initiatives and practices promote inclusive excellence, equitable access, racial equity, for example, in your unit?
- d. Is there a racial equity gap here? If so, what departmental steps can address it?
- e. Will there be any differential impact or different levels of access across social identity groups (e.g. disability, persons of international origin, people of color, gender identity, sexuality, etc.)

### **How Will You Gauge Progress:**

- f. What metrics will your unit use to gauge its progress with identified goals?

### **Timeline:**

- g. What is attainable within the next academic year?
- h. What is attainable within the next three years?

### **Person Responsible:**

- i. Who within your unit will oversee and execute this particular action item?