

GNYC! Academy for Transition Program Professionals - Action Plan Rubric

	Component is Under-Developed	Component is Developed	Component is Well-Developed	Suggestions for Improving this area of Action Plan
OBJECTIVE	Objective is not clearly defined	Objective is defined	Objective is well developed	
WHAT (ie. major tasks, activities, actions, etc)	The activity/action proposed is not clearly articulated or connected to the objective stated.	The activity/action proposed shows connections to address the objective stated.	The activity/action proposed is well developed and shows clear connections to address the objective stated.	
WHO (ie. target population, staff and roles, etc)	Target population or individuals involved is not identified	Target population or individuals involved is identified	Target population or individuals involved is clearly identified to carry out the activities to meet the objectives.	
TIMELINE (ie. general timeframe for the process)	The timeline proposed is unrealistic and not clearly delineated.	The timeline proposed is manageable and activities planned out although some details may be missing.	The timeline proposed is manageable, the activities are well thought out, and scheduling concerns have been addressed	
RESOURCES NEEDED (ie. funding, software, hardware, training, etc)	No resources have been identified or the resources identified are not obtainable in the timeframe allotted	Most resources/ sources are identified and can be reasonably attained.	All resources/sources are identified and availability is confirmed	
INDICATORS OF SUCCESS (ie. benchmarks; how will you know? what data, if any, will be analyzed? etc.)	Short or Long-Term success indicators and outcomes are not clearly identified	Short-Term and Long-Term indicators and outcomes have been identified and connect to the objective	Short-Term and Long-Term indicators and outcomes are well-developed and connect to the objective	
ACCOUNTABILITY (ie. who will be responsible for what?)	Responsible person(s)/ position(s) are not clearly identified	Most responsible person(s)/ position(s) are clearly identified	All responsible person(s)/ position(s) are clearly identified	