

**Action Plan: January 30—March 31, 2015:** \_\_\_\_\_ **&** \_\_\_\_\_

*College*

*Mentor*

<b><i>Action Item</i></b>	<b><i>Description/Details</i></b>	<b><i>Person Responsible</i></b>	<b><i>Due Date</i></b>
Mentor-Team Communication Plan	<ul style="list-style-type: none"> <li>• How often?</li> <li>• Communication type—phone, e-mail, other?</li> <li>• Regular meeting time/duration?</li> </ul>	<ul style="list-style-type: none"> <li>• Who will initiate contact?</li> <li>• Who else needs to be involved?</li> </ul>	
Proposal Concept	<ul style="list-style-type: none"> <li>• What revisions are needed to the original concept?</li> <li>• What are the specific goals, objectives, outcomes?</li> <li>• What additional information is needed?</li> <li>• Who else needs to be involved (internal/ external)?</li> <li>• Major concerns/questions that need to be addressed?</li> </ul>	<ul style="list-style-type: none"> <li>• Team member responsible for key action items?</li> <li>• What products will they produce? By when?</li> </ul>	
Internal Communications	<ul style="list-style-type: none"> <li>• Who else needs to be briefed on our efforts?</li> <li>• Who else needs to buy into our concept/direction?</li> <li>• What administrative approvals are needed to go forward?</li> <li>• If resistance exists, how will we address it?</li> </ul>	<ul style="list-style-type: none"> <li>• Team member responsible for key action items?</li> <li>• What products will they produce? By when?</li> </ul>	
Information & Support Needed	<ul style="list-style-type: none"> <li>• What do we need from our Mentor or from Mentor-Connect?</li> <li>• Do we need other internal/external partners and collaborators?</li> <li>• What industry/economic development information do we need to collect? From whom exactly?</li> <li>• What leveraging opportunities exist?</li> </ul>	<ul style="list-style-type: none"> <li>• Team member responsible for key action items?</li> <li>• What products will they produce? By when?</li> </ul>	
Products	<ul style="list-style-type: none"> <li>• What products do we need to produce next? Why do we need these?</li> <li>• With whom do we need to share these products?</li> <li>• Is the logic model &amp; initial evaluation plan developed?</li> </ul>	<ul style="list-style-type: none"> <li>• Team member responsible for key action items?</li> <li>• What products will they produce? By when?</li> </ul>	
Proposal Development Process	<ul style="list-style-type: none"> <li>• Who will lead the process to produce a proposal?</li> <li>• How will our process work?</li> <li>• What support does our team need to prepare a proposal?</li> </ul>	<ul style="list-style-type: none"> <li>• Team member responsible for key action items?</li> <li>• What products will they produce? By when?</li> </ul>	
Other?			

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Mentor-Team Communication Plan			
Proposal Concept			<i>1<sup>st</sup> Draft due 3/31</i>
Internal Communications			

Information & Support Needed			
Products			
Proposal Development Process			
Other?			