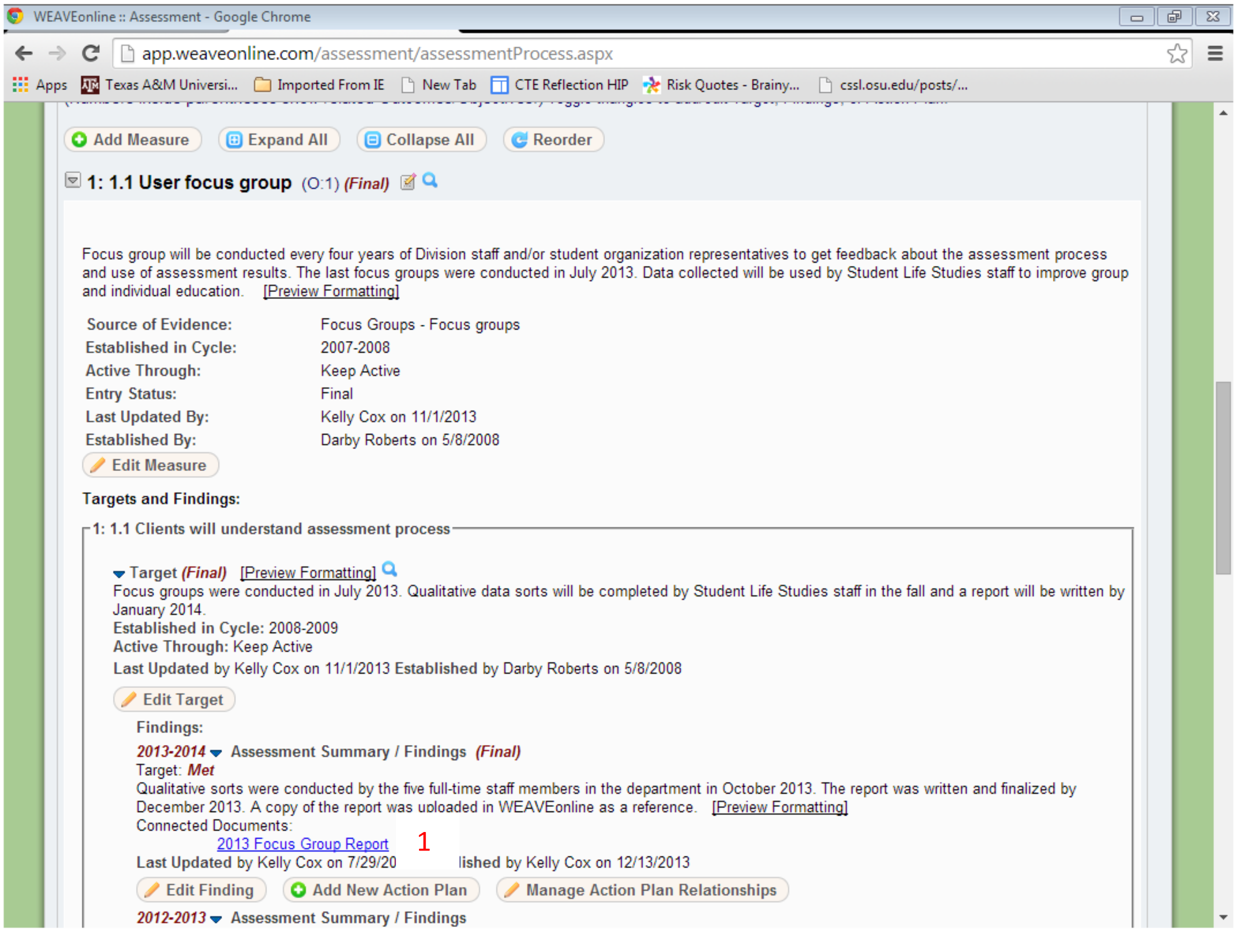
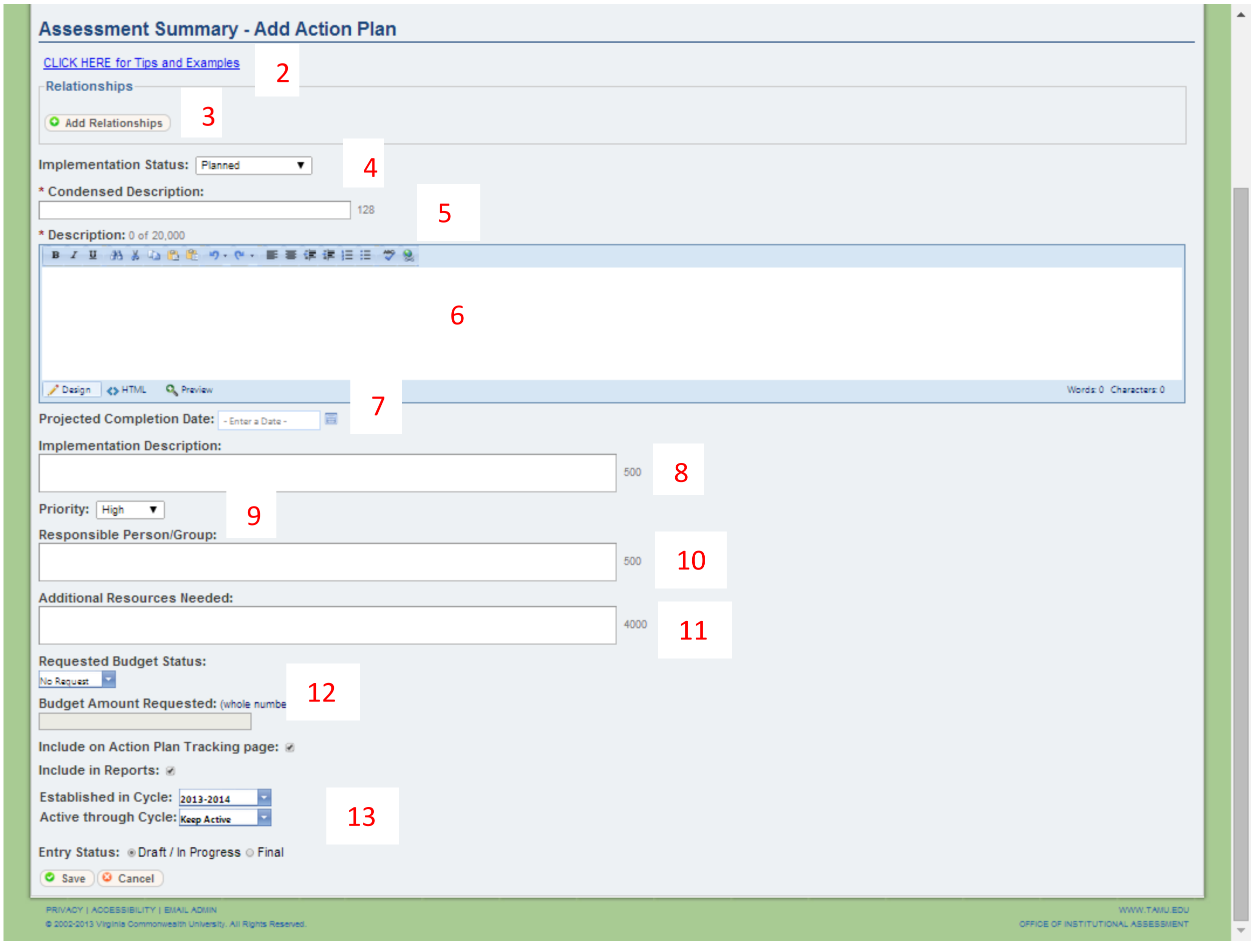
Adding and Editing Action Plans in WEAVE

There are at least two different ways to add action plans in WEAVEonline.

The first is to click on the Add New Action Plan button (1) in the Targets and Findings section of the Assessment Summary page.



When you click on that button, the following page will appear.

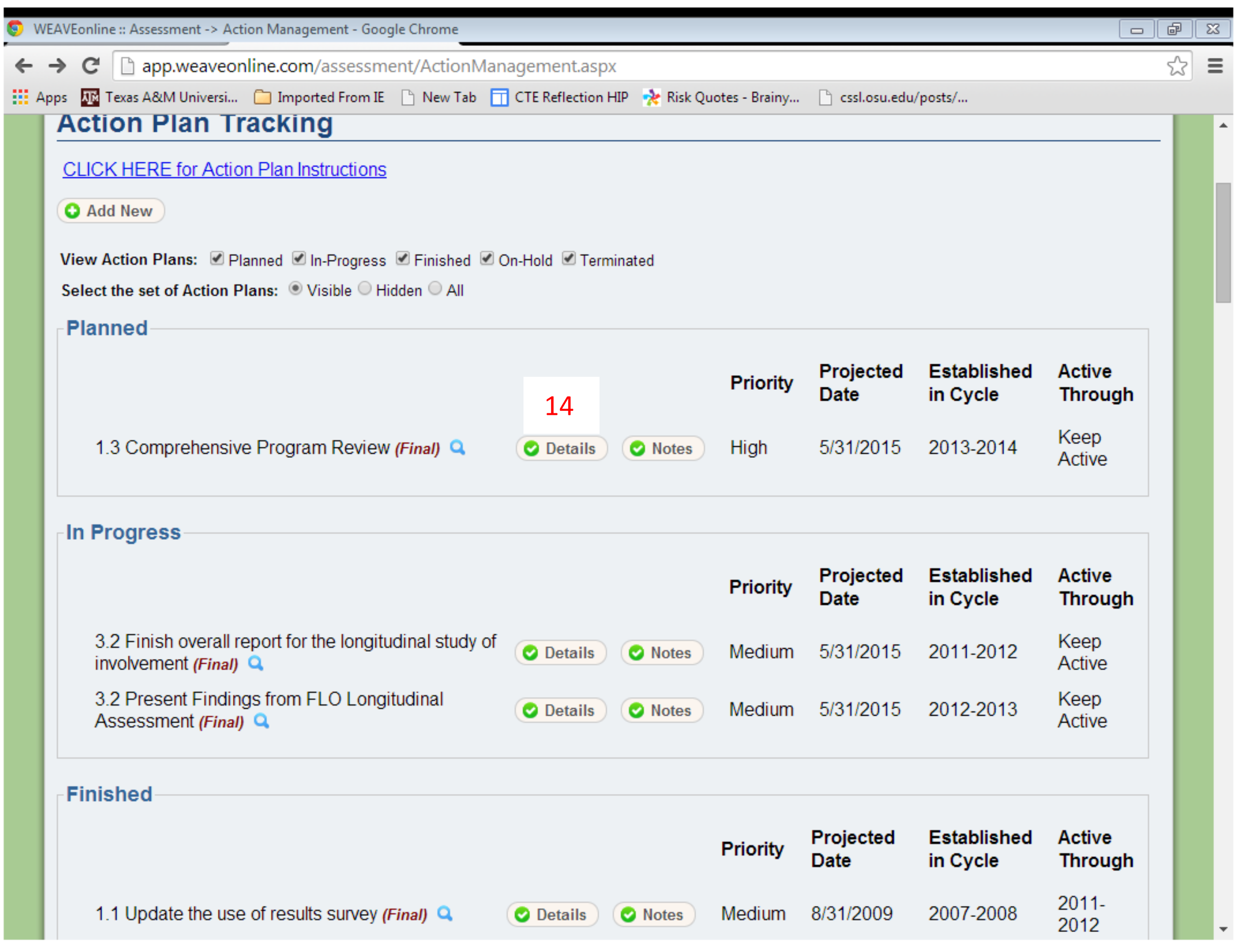


2. Read the CLICK HERE for Tips and Examples before you create your action plan.
3. Click on the Add Relationships button to associate you action plan with your outcomes.
4. In the drop down menu, indicate what stage the action plan is in: planned, in-progress, finished, on-hold, or terminated.
5. Include a title/description that is meaningful, self-explanatory, and unique.
6. Provide a more in depth description of the action plan. What specifically are you going to do?
7. Insert an expected completion date (ideally within the next cycle). If your completion date is far in the future, you might consider breaking down the action plan into smaller units with intermediate deadlines.
8. Include the implementation description (optional) that gives more information and can keep track of accomplishments along the way.
9. Choose a priority: high, medium, or low.
10. For the responsible party or group, include the title of the person (not name).
11. Indicate if you need any additional resources (money, training, etc.).
12. These fields can be used with department planning. While these entries are not required, they can be helpful in the department budget planning process.

13. The Established in Cycle will be the current year when you are adding an action plan. Decide whether you want this action plan to move forward to the next cycle. Remember to mark the entry as Final and click the Save button!

The other way to add/edit an action plan is to click on the Action Plan Tracking option under the Assessment tab. You can then click on the Add New button and to the screen on the previous page.

When you need to update your action plans, click on the Action Plan Tracking option under the Assessment tab. This page will show the action plans by status. You can change your view of the page by click on the boxes and buttons under the Add New button.



14. Click on the Details button. That will show the Action Plan Detail page, where you can then click the Edit button to make any changes.

Important Information about Action Plans!

A. Action plans are *required* for each target that is *Not Met* or *Partially Met*. You may add an action plan for Met targets. There is no penalty for not meeting all of your targets: if you met them all you might be setting your targets too low.
B. You **must** have at least *one* new action plan for each cycle, even if all of your targets have been met.
C. Action plans may be completed in the same year they were created.
D. With few exceptions, action plans should be about the changes you are making to you program or service, not about adjusting the assessment tool.
E. Each year, in the Analysis Questions, you will be asked to report on the progress the changes you have implemented to your program or service.
F. If you have completed an action plan, mark it as Finished and also mark it to not move forward to the next cycle.
G. If you have an action plan that needs to be stopped for a period of time, but you plan to go back to it at some point in the near future, mark it On-Hold, and decide whether you want it to move forward to the next cycle.
H. If you are no longer going to work on an action plan, mark it as Terminated and also mark it to not move forward to the next cycle.
I. Update you action plans on a regular basis in the implementation description.
J. Be sure all entries are marked as Final!