

Individual Goal Plan Templates

Individual Goal Plans are designed to capture the essential elements of the plan to implement each goal.

Most of the elements are based on discussions with the assigned workgroup. This slide deck includes the Goal Plan templates themselves as well as a short description for what each section will include.



[GOAL ID]			[STATUS]
[Headline]			
[Full text]			
Assigned workgroup: [text]			
NEXT UPDATE MM/DD/YYYY	IMPACT Low Medium High	EFFORT Low Medium High	TIMEFRAME Immediate (0-3 mo.) Short (3-6 mo.) Mid (6-12 mo.) Long (12+ mo.)

STRATEGIES
[Strategy text]
[Strategy text]
[Strategy text]
[Strategy text]
[Strategy text]
[Strategy text]

Equity considerations

[Text]

Root cause analysis & challenges

[Text]

Budget discussion

[Text]

Future focus

[Text]

[GOAL ID]

[STATUS]

[Headline]

LEAD

[Name or Organization]

SUPPORT

[Name or Organization]

THEME, CATEGORY, KEYWORDS

- [Text]
- [Text]
- [Text]

REFERENCING DOCUMENTS & REC. IDS

- [Text]
- [Text]
- [Text]

The Goal ID is a unique number assigned to each goal in the [Corrections Recommendations Project 2024](#).

The Status is updated monthly and indicates what stage the Goal itself is currently in. The Next Update indicates the next time the project management anticipates an in depth update.

The Headline is a 1-2 sentence summary of the goal itself. The Full Text includes a detailed description of the goal.

The Assigned Workgroup indicates the project team working to move the goal toward implementation.

The Impact and Effort is assigned for each goal based on individual reflections from workgroup participants.

The Timeframe is assigned by the workgroup and anticipates how long the goal will take to implement.

The Strategies are developed by the workgroup and lay out how the goal will be implemented.

[GOAL ID]			[STATUS]
[Headline]			
[Full text]			
Assigned workgroup: [text]			
NEXT UPDATE MM/DD/YYYY	IMPACT Low Medium High	EFFORT Low Medium High	TIMEFRAME Immediate (0-3 mo.) Short (3-6 mo.) Mid (6-12 mo.) Long (12+ mo.)
[Strategy text]			
[Strategy text]			
[Strategy text]			
[Strategy text]			
[Strategy text]			
[Strategy text]			
[Strategy text]			
[Strategy text]			
[Strategy text]			

Equity considerations	[GOAL ID]	[STATUS]
<ul style="list-style-type: none"> [Text] [Text] [Text] 		
Root cause analysis & challenges	[Headline]	
<ul style="list-style-type: none"> [Text] [Text] [Text] 	LEAD [Name]	SUPPORT [Name] [Name] [Name]
Budget discussion	THEME, CATEGORY, KEYWORDS	
<ul style="list-style-type: none"> [Text] [Text] [Text] 	<ul style="list-style-type: none"> [Text] [Text] [Text] 	
Future focus	REFERENCING DOCUMENTS & REC. IDS	
<ul style="list-style-type: none"> [Text] [Text] [Text] 	<ul style="list-style-type: none"> [Text] [Text] [Text] 	

The Equity Considerations summarize workgroup discussions based in part on these questions:

- Who will be impacted and how?
- Does the decision prioritize individual emotional and physical safety?
- How will the proposed strategies impact interagency communication?
- How does it align with current working agreements?
- What barriers do we anticipate? What benefits?
- What does accountability look like?

The Budget Discussion provides a summary of budgeted resources and anticipated future budget requests.

The Future Focus provides a forward looking statement that captures what the workgroup sees as a possibility in the future related to the goal.

Equity considerations	[GOAL ID] [STATUS]
<ul style="list-style-type: none"> [Text] [Text] [Text] 	
Root cause analysis & challenges	
<ul style="list-style-type: none"> [Text] [Text] [Text] 	
Budget discussion	
<ul style="list-style-type: none"> [Text] [Text] [Text] 	
Future focus	
<ul style="list-style-type: none"> [Text] [Text] [Text] 	

[Headline]	
LEAD [Name]	SUPPORT [Name] [Name] [Name]
THEME, CATEGORY, KEYWORDS	
<ul style="list-style-type: none"> [Text] [Text] [Text] 	
REFERENCING DOCUMENTS & REC. IDS	
<ul style="list-style-type: none"> [Text] [Text] [Text] 	

Continued...

The Root Cause Analysis & Challenges summarize workgroup discussions about how the goal addresses recommendations and observations from the Referencing Documents and detailed recommendations.

Recommendation Ids are unique numbers assigned to each observation/recommendation from the evaluations. For example, the recommendation to “replace sprinkler heads” from the [National Institute of Corrections Report \(2024\)](#).

In addition to Recommendation Ids, each observation/recommendation is assigned a Theme, Category and Keywords in order to develop the goals and assign them to workgroups.