

Program Action Plan Template

Program: Small Business Development Center		Date: May 13, 2022	Submitted By: Kat Rutledge
Action Item 1	Create and launch the spreadsheet accounting class		
Proposed Action	Secure a qualified instructor for the Spreadsheet Accounting course by June 30, 2022 and launch the Spreadsheet Accounting class in Fall Term 2022.		
Responsible Party	Kat Rutledge		
Success Criteria	Have a Spreadsheet accounting class in Fall Term 2022.		
Resources	Salary for the instructor.		
Timeline	See above.		
Action Item 2	Build trust and capacity in increasing the Center's outreach to our pre-venture and existing Spanish speaking business population.		
Proposed Action	Attend 50% or more of the OSBDCN's weekly Latino Advisor Meetings (26 or more) by 3/31/23. Translate the Smart Startup Rack Card into Spanish by 6/15/2022. Edit and Translate the generic rack card into Spanish by 6/30/2022. Produce the Spanish rack cards by 7/25/2022. Meet with the HEP/ESL Directors to determine feasibility to presentations to students by 7/29/22. Dedicate time in the June/July staff meeting to brainstorm placement for Spanish rack cards by 7/29/22. Edit and Translate the Smart Start-up Curriculum into Spanish by 8/31/22. Launch Smart Startup in Spanish by Winter 2023.		
Responsible Party	Kat Rutledge & Estella Woodley		
Success Criteria	We will see a 5% increase in clients who indicate Hispanic Ethnicity in Center IC upon registering for either training or advising from AY 21-22 to 22-23.		
Resources	Translator and printing costs		
Timeline	See above.		
Action Item 3	Increase early-stage business training to more efficiently utilize advising staff time;		
Proposed Action	Complete class development of Hiring Your First Employee by July 30, 2022. Secure qualified instructor for Hiring Your First Employee by September 30, 2022. Launch Hiring Your First Employee in Winter Term 2023.		

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Responsible Party	Kat Rutledge & Estella Woodley
Success Criteria	Hiring Your First Employee will be offered in Winter of 2023 and at least one class of Hiring Your First Employee will run with four students by February 28, 2023.
Resources	Staff time and course materials.
Timeline	See above.

Signatures:

DocuSigned by:


Kat Rutledge

5/17/2022

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Department or Program Lead

Date

Dean of Instruction (when applicable)

Date

Dean of CTE (when applicable)

Date

DocuSigned by:


Charles Massie

5/14/2022

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Vice President or President

Date