

# Career Readiness Data Action Plan

## Section

# 4

### STEP 1

This section outlines steps to create a data improvement strategy that draws on the needs identified in Section 2. To create lasting state- or systems-level change, it is important to have buy-in and commitment from all education levels and partner agencies. Make sure you have the right partners at the table before you complete the plan of action. Building a cross-functional career readiness data team at the planning stage can help secure support and ensure consensus before beginning the work.

### Step 1: Clarify Your Vision

The first step in developing your data improvement strategy is to define your destination. What is your vision for career readiness in your state? How can data be used to achieve that vision? This step is a good opportunity to reach consensus with inter-agency partners and consider aspirations across education levels.

**What is your state's vision for career readiness? What do you want to accomplish long term (over the next 10-20 years) for learners in your state?**

**How will a high-quality career readiness data ecosystem help you achieve this vision?**

## Step 2: Identify and Prioritize Challenges

Go through the needs assessment in Section 2 and review the scores you selected for each core element and sub-element. Use the table below to list the scores, illustrating the strengths and areas for improvement across your state's data ecosystem. This step can help you identify and prioritize focus areas for your action plan.

|  | OVERALL | A | B | C | D |
|--|---------|---|---|---|---|
| 1. Data are collected consistently and accurately  |         |   |   |   |   |
| 2. Processes and protocols are in place to ensure effective data governance                  |         |   |   |   |   |
| 3. Data systems, policies and practices are fully aligned across agencies and learner levels |         |   |   |   |   |
| 4. Information is relevant, timely and disaggregated   |         |   |   |   |   |
| 5. Practitioners and the public are equipped to understand and leverage data                 |         |   |   |   |   |
| 6. Information is used effectively to promote quality and equity in career pathways          |         |   |   |   |   |

Do you notice any patterns? Are the higher or lower scores clustered in the same core elements, or are they distributed across all six? Could success in one category have a downstream impact on others? Perhaps the biggest data quality challenges for your state system could be resolved through a single, focused policy action such as clarifying governance and responsibility for data collection, analysis and reporting at the state level. In other cases, your state may need a more comprehensive strategy to improve data quality and use.

Looking across all of your needs assessment scores, and considering the full career readiness data ecosystem in your state, what do you see as your state's biggest strengths and challenges? List them in the table below. Keep in mind that some challenges may be cross-cutting and influence multiple core elements.

### Your State's Top Strengths

---



---



---



---



---

### Your State's Top Challenges

---



---



---



---



---

### Step 3: Set Your Goals

Your action plan should be focused on addressing these barriers and shifting policy and practice in your state toward a 4 on the assessment rubric to achieve the vision you described. In the table below, identify specific goals for improving each sub-element. Consider the SMART framework for goal setting. Goals should be **S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime Bound.<sup>2</sup>

**Specific:** In as much detail as possible, describe the challenge and what you hope to accomplish. Identify those responsible and accountable for meeting the goal.

**Measurable:** Identify measures of success and how you plan to track progress.

**Attainable:** Make sure the goal is realistic. Do you have the skill, will and resources to achieve this goal? If not, what is a more realistic goal? A good SMART goal is both ambitious and attainable.

**Relevant:** Make sure the goal is related to your career readiness vision. How will it help you actualize this vision?

**Time Bound:** Set a specific date when the goal will be achieved.

#### EXAMPLE OF A SMART GOAL

Currently, our state does not collect learner-level outcomes for postsecondary program completers. Outcomes are reported to the state in aggregate. To ensure that the state can access reliable data that can be disaggregated and analyzed in more detail, we will update our data collection process and set new expectations for postsecondary institutions to share learner-level data. The policy will be updated by the fall 2021 semester, and this process will be led by Wanda Perkins. Our goal is that data administrators at all 15 public two-year institutions will be trained on this new process by October 2021.

Describe the problem.

Describe the solution.

Identify an owner for the work.

Set a specific date when the goal will be achieved.

Identify measures of success.

## SMART GOALS

LIST 3 TO 5 SMART GOALS FOR ACHIEVING YOUR CAREER READINESS DATA VISION

---

---

---

---

---

---

---

---

## Step 4: Identify Resources

Determine what resources are available to help you achieve these goals. What public, private or in-kind support is available? Do you already have the staffing capacity and technology needed?

| Resource Category  | Resources Available in Your State |
|--|-----------------------------------|
| <p><b>Funding</b></p> <p><i>What funds are available to achieve these goals? Consider public dollars (Perkins V, state funding), philanthropic dollars and other sources of revenue.</i></p>           |                                   |
| <p><b>Staffing</b></p> <p><i>What is your staffing capacity to support this work? How many state-level personnel are available to support implementation?</i></p>                                      |                                   |
| <p><b>Partnerships</b></p> <p><i>Are there any existing partnerships with employers, state networks, associations, etc. that can support this work through in-kind support or other resources?</i></p> |                                   |
| <p><b>Technology</b></p> <p><i>What infrastructure is readily available and can be leveraged?</i></p>  |                                   |
| <p><b>Other</b></p> <p><i>Are there any other resources that can be leveraged to support implementation of this action plan?</i></p>   |                                   |

## Step 5: Map the Work

Now that you have established SMART goals and identified the resources available to help achieve them, you are ready to map out your full action plan and identify the specific steps you will take to realize your vision for career readiness data quality. In the table below, list the specific activities needed to achieve each of your SMART goals. For each activity, identify a primary owner, a completion date and a measure of success. Refer back to Section 3 to identify the state levers for achieving this goal. Do you plan to enact new policy, invest in technology, leverage people or establish new processes?

### SMART GOAL 1

| Activity  | Primary Owner     | Completion Date          | Success Metrics   | Levers of Change   |
|---|-------------------|--------------------------|---|--|
| <i>Example: Conduct a stakeholder engagement survey to understand what different users want in a new dashboard.</i> | <i>Hoke Smith</i> | <i>December 15, 2020</i> | <i>We will receive at least 200 responses, including responses from at least 20 faculty, 20 parents and 20 employers.</i> | <input type="checkbox"/> Policy<br><input type="checkbox"/> Technology<br><input checked="" type="checkbox"/> People<br><input type="checkbox"/> Processes |
|   |                   |                          |   | Policy<br>Technology<br>People<br>Processes  |
|   |                   |                          |   | Policy<br>Technology<br>People<br>Processes  |
|   |                   |                          |   | Policy<br>Technology<br>People<br>Processes  |
|   |                   |                          |   | Policy<br>Technology<br>People<br>Processes  |

## SMART GOAL 2

| Activity | Primary Owner | Completion Date | Success Metrics | Levers of Change                            |
|----------|---------------|-----------------|-----------------|---|
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |

## SMART GOAL 3

| Activity | Primary Owner | Completion Date | Success Metrics | Levers of Change                            |
|----------|---------------|-----------------|-----------------|---|
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |

## SMART GOAL 4

| Activity | Primary Owner | Completion Date | Success Metrics | Levers of Change                            |
|----------|---------------|-----------------|-----------------|---|
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |

## SMART GOAL 5

| Activity | Primary Owner | Completion Date | Success Metrics | Levers of Change                            |
|----------|---------------|-----------------|-----------------|---|
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |
|          |               |                 |                 | Policy<br>Technology<br>People<br>Processes |