

Appendix J

Next Steps Action Planning Tool

SMART¹ Policy Goal Being Addressed: #9: Processes are Streamlined and Aligned

Strategies What specific tactics will we use to address the goal?	Key Players Who is responsible? Who else should be involved?	Expected Outcomes What will be the result of these strategies?	Timeline What is the due date of each expected outcome?	Questions and Assistance Needed
Obtain Waiver for Assessment Testing for those with Associates Degrees, and those who have tested using approved tested at any of the mandated partners.	IWIB Policy; Mandated Partners of Mid South AJC; Chicago Cook Workforce Partnership (Amy Santacaterina, Ann Hogan)	Eliminate test fatigue for customers. Service integration	1/2020	City Colleges; DCEO policy
Develop a process with City Colleges for “holding spots” for students with ITA Vouchers	Chicago Cook Workforce Partnership (Ann Hogan), City Colleges (Gloria White), Mid-South AJC (Charles Townsend)	Students will lose the opportunity to attend trainings due to slow received of ITA Voucher from EdAssist. Spots in training will be reserved. The letter will come from the Partnership.	1/2020	

¹ SMART goals are Specific, Measureable, Attainable, Realistic, and Timely.
