



POLICY WORK PLAN TEMPLATE

INSTRUCTIONS

This template is intended to assist states as they move from their policy identification process (using the policy environment scans) into committing a focused and dedicated state policy work plan. We recommend identifying, developing, and planning for implementation of a small but ambitious set of high-leverage policy supports. These policy priorities should be ambitious, specific and actionable (e.g., avoid broad generalizations such as “strengthen finance policies”). These policy supports should have a direct and measurable impact on ABE student retention, acceleration, and credential attainment rates.

GAUGING IMPACT

What do we mean by high leverage? Since policy reform is a notoriously difficult area to measure impact, and all states have unique policy environments, the definition of high leverage is necessarily flexible.

Please consider the following guidelines and assumptions when developing this policy work plan and your overall policy reform efforts:

This policy work plan should:

- > **Be focused:** Focus on policy supports that fit within the five categories included in this Policy Framework. While there may be other policy areas with the potential to yield positive change that fall outside this framework, we believe identifying and developing policy supports connected to this framework will best serve the state.
- > **Be ambitious but realistic:** We recommend that states identify no more than three to five major policy supports, with the expectation that any identified and committed to can be accomplished in a reasonable (3-4 year) timeframe.
- > **Be broad in impact:** We believe states should think ambitiously about developing a robust policy agenda with a strong impact on all ABE or community colleges in the state.
- > **Be sustainable:** If a policy change is specifically tied to funding, the state must plan and account for those funds being available in a manner that will allow it to last in the long term.
- > **Be innovative:** The policy priorities included in the work plan do not all have to be tied to legislative/statutory changes. States need to think creatively and in bold ways about revising existing policy within the purview of their own governance or coordinating authority. Stronger state policies around assessment, alignment, and data, for example, are all within the control of systems.

WORK PLAN SUB-CATEGORIES

Policy Lever: Provide the name of the policy change/policy support you wish to make. Each “lever” may consist of a single policy change (removing a single statute, for example), or a series of changes acting in concert toward a shared outcome.

Current Policy Environment: Provide a brief description of the current policy environment and why the change/support will improve the success and credential attainment of your ABE population.

Policy Change: Establish three-year goals. By the end of three years, what is the extent of the policy change you expect to have taken place? Please describe any new policies you expect to be in place or the elimination of old policies.

Impact: Briefly describe the results you expect from your policy change.

Three-Year Outcomes: How will you measure the results outlined under the impact section? Take into account both qualitative and quantitative outcomes.

Action Steps: By year, list the steps needed to enact the policy change and for measuring and distributing its impact. Indicate clearly who has the authority to make a particular change, and be sure to include any time restrictions that may impact progress (for example, legislative change would only be possible while your state legislature was in session).

POLICY LEVER 1

Policy Lever Title	
Current Policy Environment	
Policy Change	
Impact	

THREE-YEAR OUTCOMES

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ACTIONS STEPS

Year One	
Year Two	
Year Three	

POLICY LEVER 2

Policy Lever Title	
Current Policy Environment	
Policy Change	
Impact	

THREE-YEAR OUTCOMES

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ACTIONS STEPS

Year One	
Year Two	
Year Three	

POLICY LEVER 3

Policy Lever Title	
Current Policy Environment	
Policy Change	
Impact	

THREE-YEAR OUTCOMES

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ACTIONS STEPS

Year One	
Year Two	
Year Three	

POLICY LEVER 4

Policy Lever Title	
Current Policy Environment	
Policy Change	
Impact	

THREE-YEAR OUTCOMES

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ACTIONS STEPS

Year One	
Year Two	
Year Three	

POLICY LEVER 5

Policy Lever Title	
Current Policy Environment	
Policy Change	
Impact	

THREE-YEAR OUTCOMES

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ACTIONS STEPS

Year One	
Year Two	
Year Three	

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