

Pathway Implementation Planning Worksheet

This worksheet guides intermediaries through the critical phases of planning, launching, and sustaining regional digital jobs pathways. It outlines key steps, clarifies responsibilities, and sets timelines to ensure that pathway development efforts are actionable and aligned.

Pathway Overview

This section lays the foundation for pathway work. It clarifies the pathway's purpose, target occupations and populations, and the scope of implementation, creating a shared vision among partners. Fill in the basic details that define the pathway that you are building or improving.

Organization Name:

Pathway Name/Focus:

Time Frame:

Region:

Target Occupations:

Target Populations:

Goals (What change are you trying to create for learners, workers, and employers?):

Lessons Learned and Application

Pathway development should be grounded in prior assessments and stakeholder input. This section helps incorporate relevant findings from earlier work into the design and implementation plan. List key insights from assessments and planning activities and describe how they influenced the approach to building the pathway.

| Source | Key Takeaways | How They Are Being Applied to Pathway Design |
|---------------------------|----------------|--|
| Labor Market Analysis | 1. 2. 3. | |
| Regional Needs Assessment | 1. 2. 3. | |
| Career Pathway Mapping | 1. 2. 3. | |
| Cross-Cutting Learnings | 1. 2. 3. | |

Internal Readiness

Strong pathways require internal alignment across leadership, operations, instruction, and support services. This section helps ensure that intermediaries are prepared to support pathway implementation.

Internal Support

Identify the people and organizations or departments that support the digital jobs pathways work. Consider those that actively participate, such as training providers, as well as those that indirectly support pathways, such as an employer's human resources department. Next, document what types of additional support are needed and the plan for engaging partners who could provide those supports.

| Supportive Partners | Strategies to Maintain Support |
|-------------------------------------|---|
| Example: Workforce development team | Share updates in meetings held every two weeks and provide stats and other data |
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| Partners Needed | Outreach Plan | Owner and Timeline |
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| Example: IT department (learning management system access) | Email request followed by a one-on-one meeting | Ops lead, one week |
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Internal Capacity

Indicate the resources you need in order to build, implement, and sustain digital jobs pathways, including but not limited to funding, people, policies, and time.

| Category | Current Capacity | Needed Capacity | Action Plan | Owner and Timeline |
|------------------------------|---------------------|--------------------------------------|----------------------------|----------------------------|
| Example: Curriculum Delivery | Adjunct instructors | Guest speakers from local tech firms | Reach out via Tech Council | Curriculum lead, one month |
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External Partner Engagement

Digital jobs pathways thrive on strong partnerships with employers, training providers, and community organizations. This section helps identify key partners and strategies for engaging them effectively. First, list existing partners and their roles. Next, identify external partners whose support is needed and your plans for engaging them or deepening your current relationship.

| Existing Partners | Current Role/Support | Additional Support Needed, If Any | Engagement Strategy | Owner and Timeline |
|----------------------------|------------------------|-----------------------------------|-----------------------------|-----------------------------------|
| Example: City Tech Council | Offers employer access | Organize site visits | Quarterly strategy sessions | Employer engagement lead, ongoing |
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| New Partner | Support Needed | Engagement Strategy | Owner and Timeline |
|--------------------------|---------------------|--------------------------|-----------------------------|
| Example: Stack Education | Training curriculum | Invite to advisory board | Instruction lead, one month |
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Learner and Community Feedback

To design pathways that are accessible to learners and workers from a wide range of backgrounds, you will need to reach out to members of multiple communities and engage with them to understand their employment and education needs and goals. This section of the worksheet will help ensure that you're able to incorporate community feedback into the final pathway design by identifying the audiences you want to reach, the feedback you need from each group, and how and when you will collect it.

| Audience | Focus of Feedback | Method/Location | Timing | Owner |
|---|--|-----------------|--------------|-----------|
| Examples: Jobseekers, students, graduates | Program feedback on training and job placement | Online survey | After course | Job coach |
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Progress Monitoring

Monitoring the implementation of a pathway helps you evaluate its success; make midcourse corrections, if necessary; and demonstrate impact to stakeholders. To do this effectively, define what progress looks like, how it will be tracked, and who is responsible for reporting the relevant data.

How will progress be measured? What kind of data (assessments, observations, or surveys, for example) will be collected?

When will this data be collected? How often?

Who will be responsible for collecting and keeping track of the data?

What data collection systems are currently in place? Is the system automated? Will the current systems be sufficient to monitor implementation, or will a new system be needed?

What will the benchmark of success be? For example, should the goal be that at least 80% of the learners graduate from program? Or that a minimum of 75% of the graduates get jobs in the tech industry within six months of completion?

How will the data be shared and with whom?

Milestones and Timeline

Setting milestones keeps pathway implementation on track and allows partners to coordinate and stay aligned. Use this table to list critical steps, associated tasks, dependencies, and deadlines.

| Milestone | Owner | Tasks | Dependencies | Target Completion |
|-------------------------------|--------------------|--|------------------|-------------------|
| Example: Curriculum finalized | Instructional lead | Review modules and update with employer feedback | Partner feedback | Three weeks |
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Roles and Responsibilities (RACI)

Having clearly defined roles for all partners helps prevent confusion and delays in pathway implementation. A RACI chart—which clearly identifies who’s responsible, who’s accountable, who should be consulted, and who should be informed—can help ensure that everyone understands their role. Here’s a breakdown of who should be assigned to each category in the RACI model:

- Responsible:** This is the day-to-day project manager—the person who is most actively managing and contributing to the work. This individual would be the one most likely to know the answers to questions anyone has about the status of the project. Ideally only one person should be the project R.

- **Accountable:** This is the person who will ultimately be held accountable for the project’s success. This might be a budget owner or sponsor. Ideally only one person should be the project A.
- **Consulted:** These are the people who should be consulted about the project’s progress and status. They should be individuals who can provide expert input or advice about new developments. There can be more than one project C because every deliverable is strengthened when multiple people provide review and consultation.
- **Informed:** Project I’s are people who need to know that the work is getting done, perhaps because they will be working on a related project later.

| Task | Responsible | Accountable | Consulted | Informed |
|--------------------------------|-------------------|------------------|--------------|-----------|
| Example: Launch learner survey | Community manager | Program director | Tech support | All staff |
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Shared Goals and Expectations

This section can be used to ensure that all stakeholders agree on what success looks like and how to communicate progress. It defines minimum thresholds for success and describes how expectations will be communicated and reinforced.

Success Criteria: What are the performance targets? Perhaps an 80% job placement within six months of the training program's completion date?

Communication Plan: How will goals be shared with internal and external partners?

Inspiration Strategy: How will partners remain engaged and enthusiastic?