# Asset Map

This Asset Map is intended to help state teams organize and plan how states will implement and document items and descriptors in the State Leadership Self-Assessment. The two tools are intended to inform one another. The Self-Assessment will yield information to assist state teams in identifying where gaps exist in the items/descriptors they are assessing. Using this information, teams will create a goal to guide work on filling on an identified gap. The Asset Map provides a process for teams to think through existing and needed resources and partnerships as well as key milestones and actions towards achieving the goal. Once implementation and documentation is achieved, states can update the Self-Assessment Tool to track progress.

**Directions:** Use this template for each item you would like to explore further based on your completion of the Self-Assessment. Select an item/descriptor from the Self-Assessment and create a goal that describes what full implementation of this item/descriptor will look like. The tool is designed to focus on one goal at a time.

Use ***Part 1: Resource Identification*** to analyze your assets and needs for resources in the Adult Education system and with partner agencies. This baseline information will help guide Parts 2 and 3.

Use ***Part 2: Milestones*** to layout the key steps that need to occur to reach the goal.

Use ***Part 3: Action Plan*** to map out the actions that need to be taken to reach each milestone identified.

**GOAL**: Identify the item or descriptor you would like to focus on. Full implementation of this item or descriptor is the goal.

# Part 1: Resource Identification

List the resources your state has and needs within the state’s Adult Education System (Chart 1) and resources available through Partner Agencies (Chart 2). In each chart, identify the resources you have and the resources you still need.

## Chart 1. Adult Education System

Use the chart below to outline what resources your **Adult Education system** has or still needs to achieve your above goal.

| **Adult Education** | **Assets** | **Needs** |
| --- | --- | --- |
| * Staff and personnel that can be utilized. |  |  |
| * Funding sources available. (Consider what can be reallocated or leveraged) |  |  |
| * Policies and guidelines in place. |  |  |
| * Materials are available. * (Consider PD tracking system, coaching resources, online repository, etc.) |  |  |
| * Supporting resources available through LINCS. (Consider LINCS online courses, trainings, and technical assistance. Contact the LINCS PD Center helpdesk for more information: [pdcenter@lincs.ed.gov](mailto:pdcenter@lincs.ed.gov). ) |  |  |

## Chart 2: Partner Agencies

Use the chart below to outline what resources partner agencies have or still need in order to achieve your goal outlined above.

| **Partner Agencies** | **Assets** | **Notes** |
| --- | --- | --- |
| * Partnerships in place. |  |  |
| * Policies and guidelines are in place. * (Consider your State Plan) |  |  |
| * Staff and personnel resources that can be leveraged. |  |  |
| * Funding sources available. (Consider what can be reallocated and leveraged) |  |  |
| * Materials and tools available. * (Consider established tools such as Integrated Education and Training curriculum, technology support, etc.) |  |  |

# Part 2: Milestones

To reach the goal identified, what are the intermediate milestones (or key steps) you need to achieve along the way? If your state indicated that there is not documentation that activity occurred, consider setting a milestone around documentation.

**GOAL**: Restate the goal identified.

Identify milestones and prioritize them by importance or sequence. Write document considerations that may impact your ability to complete the milestone in the Notes section.

| Milestone | Priority Level  (Immediate/Long-Term) | Notes |
| --- | --- | --- |
| * 1. |  |  |
| * 2. |  |  |
| * 3. |  |  |
| * 4. |  |  |

# Part 3: Action Plan

Create plan for reaching each milestone outlined in Part 2. Identify and describe the action step, the timeframe for completion, and the person leading the completion of the action.

**MILESTONE #1**: Type the milestone you would like to complete.

| Action Step | Description | Timeline | Staff Assigned |
| --- | --- | --- | --- |
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**MILESTONE #2**: Type the milestone you would like to complete.

| Action Step | Description | Timeline | Staff Assigned |
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**MILESTONE #3**: Type the milestone you would like to complete.

| Action Step | Description | Timeline | Staff Assigned |
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**MILESTONE #4**: Type the milestone you would like to complete.

| Action Step | Description | Timeline | Staff Assigned |
| --- | --- | --- | --- |
|  |  |  |  |
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