

ACTION PLAN PROPOSAL RUBRIC

	Approved	Not Approved
Objectives	<ul style="list-style-type: none"> • Outlines the deficiency or change that is needed. • Details what needs to be accomplished. • Contains a minimum of 5 and maximum of 10 objectives. • Based on recommendations from the previous years audit or corporate health and safety projects. • Must not have used the same objective in a previous year’s Action Plan. • Each objective is a separate initiative. 	<ul style="list-style-type: none"> • Does not provide sufficient detail about what the deficiency or required change is. • Unclear or missing information on what needs to be accomplished. • Contains less than 5 objectives. • Are not based on recommendations from the previous years audit (Maintenance Year 1). • Are not initiatives that will improve the quality of the Health and Safety program. • Have been used in a previous Action Plan. • All or some of the objectives are the same initiative.
Milestones	<ul style="list-style-type: none"> • Includes information relevant to the overall objective. • Specifies a minimum of 2 and maximum of 5 milestones. • Milestones are specific, measurable, attainable, realistic, and timely. • Includes enough detail to provide a clear picture of what will be accomplished. • Assigns responsibility to an individual or team. • Includes target dates are set to be completed no longer than November 30. 	<ul style="list-style-type: none"> • Not relevant to the overall objective. • Less than 2 milestones per objective. • Multiple tasks or initiatives under one milestone. • Are not specific, measurable, attainable, realistic, or timely. • Unclear or missing detail communicating what will be accomplished. • Responsibility not assigned to an individual or team. • Target dates are missing or are set to be completed after November 30.
Deliverables	<ul style="list-style-type: none"> • Includes the specific number of samples that will be provided. • If submitting revised documents, clearly outlines that the original and the updated version will be provided. • Provides specific details on what type of document will be submitted (e.g., policy, email, meeting minutes, PowerPoint, spreadsheet, picture, etc.). • Information is brief and directly pertains to what will be provided. 	<ul style="list-style-type: none"> • Missing or unclear on how many samples will be provided (Wording like “a few” or “some”). • If submitting revised documents, original and updated version not listed under the deliverable. • Missing or unclear details on what type of document will be provided. • Includes information that should be listed under the objective or milestone area. • Deliverables are not completed or missing.
Scoring	<ul style="list-style-type: none"> • Action plan proposal totals 100 points. • Milestone scores that exceed what is recommended on the Scoring Guide have justification in the note area. 	<ul style="list-style-type: none"> • Action plan proposal is totaling less than or more than 100 points. • Milestones scores exceed what the Scoring Guide allows without justification provided in the note area. • Milestones are missing an assigned score.
Deadline	<ul style="list-style-type: none"> • Proposal was submitted by March 31. • Revised proposal is returned to ESC within the 5-day deadline. 	<ul style="list-style-type: none"> • Proposal was not submitted by March 31 and company did not contact ESC for an extension. • Revised proposal was not returned to ESC by the 5-day deadline.