Action Plan Overview

Purpose
Action plans are used to document an agency’s initiatives to improve culture and the employee experience. Action plans are created based off the highest priority survey items from the OKSEES. Full action plan details can be found in the Action Plan User Guide document.

Access action plans in the 2021 Oklahoma State Employee Engagement Survey Dashboard.
1. Log in to the OKSEES dashboard.
2. From the current year dashboard, find Action Plans in the top right portion of the screen.

Create or modify an action plan
1. Modify an action plan by selecting the action item from the action plan list.
2. Create a new action plan by selecting the + Action Plan button.
3. Select a focus area by choosing a question category. Then choose the survey item your agency is concentrating on for improvement. (The focus area can be found by choosing a Survey Item and finding the corresponding focus area under Question Category in the Employee Engagement Action Planning Guide on the Workforce Planning website.)
4. Complete the information in the details section. This area will periodically be updated as progress is made toward the initiative to improve the focus area and action item.