

Strategic Planning Team Report Guidelines

January 29, 2007

The following list is a guide for the four teams developing a plan for action. Each plan should address the eight areas below.

- 1) An overview of what we can expect the environment to look like in the next 3 years as it impacts the strategic initiative. This should include a re-examination of the assumptions used to develop the original TIs and areas of focus related to the team.
- 2) In light of the re-examination, a brief restatement of our institution goals, e.g. 2% growth, a focus on undeserved populations, equity, etc., as they relate to the strategic initiative.
- 3) Plans for achieving those goals, e.g. new outreach structure, faculty going out with outreach team, etc. This section should include identification of specific Commitments to Action (CTAs).
- 4) A timeline for the activities over the next 3 years.
- 5) Identification of any additional process or outcome metrics that can be used to measure the impact of the plan. This section should include the original strategic planning metrics, with benchmarks.
- 6) An assessment plan. This section should include specific proposals for assessing whether the plans have been successful.
- 7) Budget for the plans. This section should include annual expenditures (2007-08, 2008-09, and 2009-10) needed to obtain the plans outlined in #3. The budget should be itemized by division/departments, if relevant, and whether the expenditure is for equipment, personnel, etc.
- 8) Communication activities for the plans (feedback of results).