Strategic Planning Template, 2014-15

Introduction

**INSTRUCTIONS:**

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**Terms & Categories:**

**Objective**

* What do you want to accomplish?
* Reference evidence (i.e. data) relevant to establishing your specific target.
* How does this objective be addresses?
* Include two or three clear and measurable outcomes that can be achieved

**Activities & Timeline**

* Describe up to three specific actions that will be undertaken to achieve this goal. Who will take responsibilities for these tasks? How these tasks lead to achieving the objective within the identified time? How and when will these actions be completed?
* Include any intermediate benchmarks.
* Be specific with what will be accomplished by when.

**Assessment as it links to improved learning and /or employment outcomes (Planned Mechanisms)**

* Be explicit with the target
* How will you assess or determine that the objective has been in fact achieved?
* Identify measures which will provide evidence related of your activities.
* Identify one or two clear assessment activities. Who will lead the assessment efforts?

**Resources Needed**

* If any funding is requested, be clear with a detailed budget breakdown along with the final total request.
* All budget requests should be in-line with previous budget allocations and scope of the target.
* Final budget approvals will be determined

**Cross-Divisional Impact and / or Involvement**

* Identify divisions and/or departments that will either be impacted and/or ones whose support will be needed – either way, these units should be aware of your target. Be sure to obtain consent from any the division(s) and or department(s) that may be affected by the proposed target before submitting your work plan.

**DEPARTMENT or UNIT NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DIVISION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Target 1:**

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| **Objective** | **Activities & Timeline** | **Assessment** **(Planned Mechanism(s))** | **Resources Needed** (if any) | **Cross-Divisional Impact / Involvement**  (if applicable) |
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**Target 2:**

Focus Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Objective** | **Activities & Timeline** | **Assessment** **(Planned Mechanism(s))** | **Resources Needed** (if any) | **Cross -Divisional Impact / Involvement**  (if applicable) |
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**Target 3:**

Focus Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Objective** | **Activities & Timeline** | **Assessment** **(Planned Mechanism(s))** | **Resources Needed** (if any) | **Cross -Divisional Impact / Involvement**  (if applicable) |
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**Target 4** (leave blank if **not** applicable)**:**

Focus Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Objective** | **Activities & Timeline** | **Assessment** **(Planned Mechanism(s))** | **Resources Needed** (if any) | **Cross -Divisional Impact / Involvement**  (if applicable) |
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**Target 5** (leave blank if **not** applicable)**:**

Focus Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Objective** | **Activities & Timeline** | **Assessment** **(Planned Mechanism(s))** | **Resources Needed** (if any) | **Cross -Divisional Impact / Involvement**  (if applicable) |
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