

Updating your Strategic Action Plan Workshop

OFFICE OF INSTITUTIONAL EFFECTIVENESS
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PRE-WORKSHOP: Find and Save your strategic action plan to your desktop (see documents on Desktop)



Looking back at what has been accomplished in creating one- and five-year strategic action plans.



Timeline??? I thought we were finished.

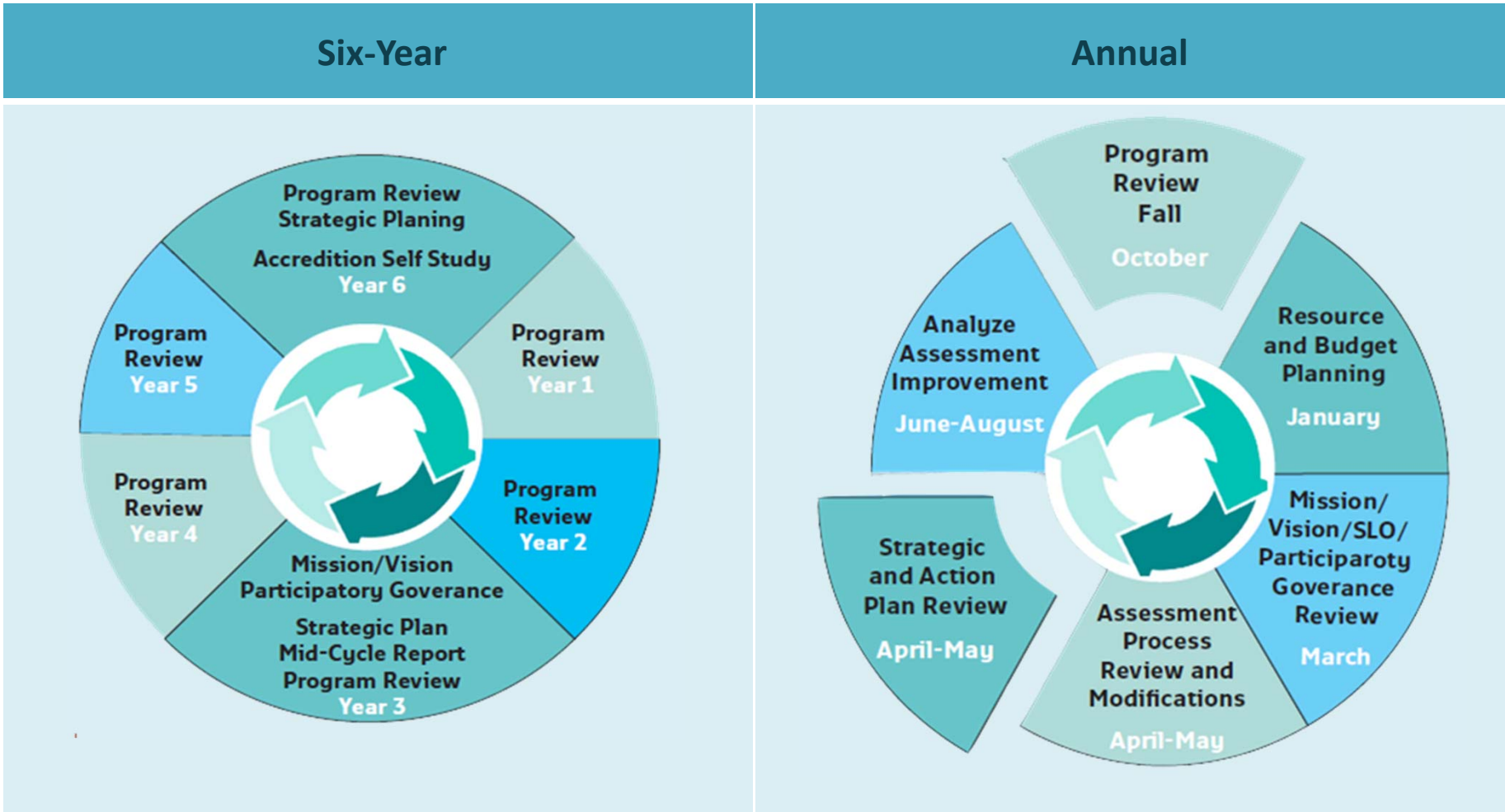


ABCs: How to refine plans.

STRATEGIC PLANNING 2015-2016 TIMELINE

September – October	November – December	February	March
<p>Ad Hoc Committee developed [32 lead authors]</p> <p>Committee kickoff [40 participants]</p>	<p>Program/department planning</p>	<p>Community meeting</p> <p>Coding and theme development</p>	<p>Institutional goals developed</p>
April	May	June – August	
<p>Draft Strategic Plan</p> <p>Distribution and development program/department SP</p>	<p>Distribution and approval through Shared Governance</p>	<p>Merge accreditation issues with Strategic Plan</p> <p>Refine program and department Action Plans</p>	

SDCE INTEGRATED PLANNING CYCLES



FOCUS ON UPDATING THE ONE-YEAR PLANS

1. Review the previously submitted strategic plan and continue filling out/updating any incomplete portions of the plan.
2. Then, identify the **status** of the goals and objectives by highlighting the text using the following
 - Green: Complete
 - Yellow: In Progress
 - Pink: not started or deferred
 - ~~Cross out~~ if no longer applicable
 - Add in **Blue Bold text** if newly added or for comments. This comment process enables you to celebrate accomplishments and identify needs.
3. Email the updated document to dking002@sdccd.edu no later than **April 10** with subject: STRATEGIC PLAN ANNUAL UPDATE: {Program/Dept. Name}

REVIEW: CREATING \ REFINING PLANS

GOALS: Overarching, General “Where to?”

Objectives/Activities: <i>Specific - “Where to?”</i>	Action Steps: <i>“How”?</i>	Expected Outcome <i>“What result?”</i>	Key Performance Indicators (KPI’S): <i>“How much”</i>	Responsible Party	Expected Start/Complete Dates
<p>Your objectives determine what you want to achieve. (increase enrollment, improve attendance, grow online learning, increase awareness, update course outlines)</p> <p>Provide SMART explanations of goals: Specific Measurable Achievable Realistic Time-related</p>	<p>Succinct explanation of what you need to do.</p> <p>Consider... What approach(es) will you use to reach your objective?</p>	<p>Based on the specifics cited in the objective, what do you hope to gain by implementing the action steps?</p>	<p>KPIs are used to measure progress towards the objective. These are the metrics to watch, and they are what will ultimately let you know if the strategic plan was effective.</p>	<p>Who are the persons/ group(s) responsible for new activities? For data collection? For reporting?</p>	<p>What are realistic and achievable timelines for major milestones along the way and for overall completion?</p>



REVIEW: CREATING \ REFINING KPIs

CONSIDER...

Key Performance Indicators (KPI'S): "How much"

What measurement is **appropriate** to the objective and **targeted outcome**?

- Number
- Enrollment
- Attendance
- Participation rate
- % increase $(x-y)/x$
- % point increase $X\% + 2\%$

The **target** is the #/% you need to reach to achieve your objective.

- X% increase from Yr 1 to Yr 2
- X% increase annually
- XX% satisfaction
- 100% of positions filled
- Hiring schedule maintained w/ X of XX milestones complete
- % point increase $X\% + 2\%$

Is **data available**? If not, how will you **measure** it?

- Maintain list of new programs
- Training Exit survey
- Implementation survey X months post training
- Track student completion of...

Tip: "# of XX..." is okay when unsure/new plans. Providing a measurable benchmark/goal is better.