

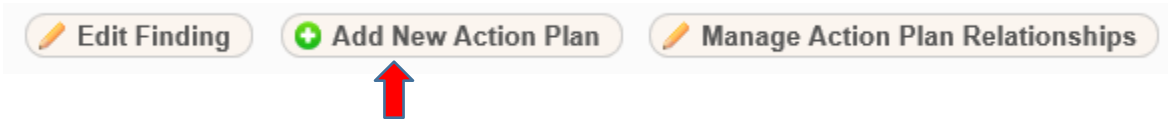
SAC SCORES: Assessment Day FALL 2018

Strategic Planning Year-End Activities

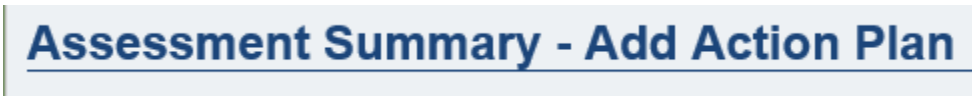
Entering an Action Plan

After saving a Finding, the system returns to the **Measures & Findings** section. To enter an Action Plan scroll to **Targets and Findings**, then:

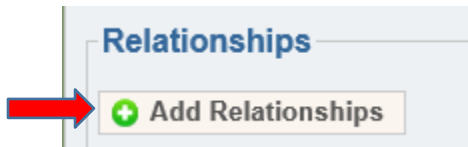
1. Scroll to the Finding for which an Action Plan is to be entered, click the **+ Add New Action Plan** button



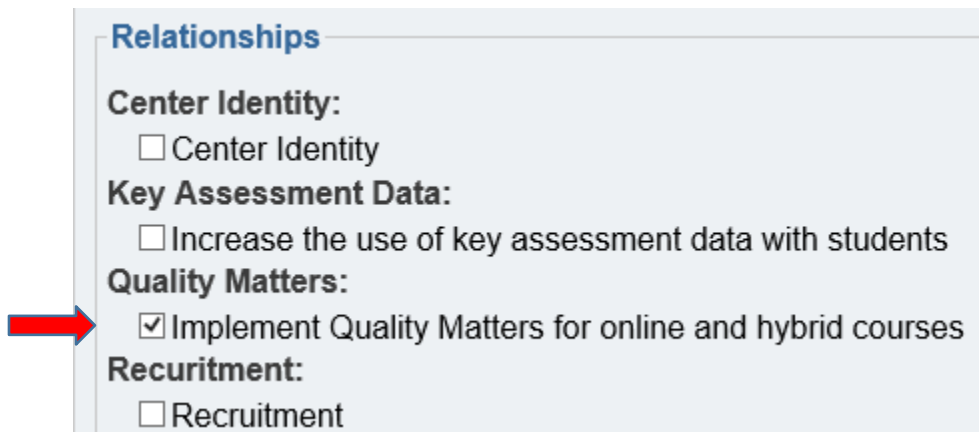
2. The **Assessment Summary – Add Action Plan** page displays



3. Click **+ Add Relationships**



4. Relate the Action Plan with a Measure-Objective pair




5. Select an **Implementation Status**: Planned, In-Progress, Finished, On-Hold, or Terminated



6. Continue to enter details for the Action Plan as applicable

- Condensed Description
- Description
- Projected Completion Date
- Implementation Description
- Priority
- Responsible Person
- Additional Resources Needed
- Requested Budget Status
- Budget Amount Requested (if applicable)

7. When the Action Plan entry is complete, click  Save

