

Completing the Strategic Plan Template

2019-2022 Strategic Plan

2019-2020 Plan Year
Year-End – FALL 2020

[Click or tap here to enter Entity.](#)

1 Enter the name of the **Entity** (unit, department, discipline, office, etc.).

Examples:

- Empowerment Center
- Architecture
- Scobee Education Center

2 Reference the 2019-2020 Entity Strategic Plan (SPRING 2020) to obtain and enter the entity **Mission Statement**.

Note This blue row is set as a header. Should the entry for this Goal-Objective-Measure-Target go beyond this page, the header on the following page indicates which Goal and Objective # is being reviewed.

Mission	
Click or tap here to enter the Entity Mission Statement.	
STUDENT SUCCESS Goal 1, Objective Click or tap here to enter the OBJECTIVE #.	
STRATEGIC PRIORITY – STUDENT SUCCESS Sustain, assess, and improve student pathways and optimize campus environments to expand access, increase retention, and guide and support student success through completion.	
GOAL 1: Achieve higher rates of enrollment, persistence, retention, engagement, completion, and graduation across all student groups.	
Objective	
Click or tap here to enter the OBJECTIVE #. Click or tap here to enter the OBJECTIVE text.	
Measure	
Click or tap here to enter the Measure.	
Target	
Click or tap here to enter the Target.	
Action Plan	
Click or tap here to enter the Action Plan.	
Data Steward	Click or tap here to enter the Data Steward.
Responsible Person(s)	Click or tap here to enter the Responsible Person(s).
2019-2020 Year-End Finding/Analysis	
Click or tap here to enter the Finding/Analysis.	
Target – Year-End	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met <input type="checkbox"/> Not Reported This Cycle Target Date Beyond 2019-2020 <small>In Finding/Analysis field provide a summary.</small>
Action Plan – Year-End	<input type="checkbox"/> Keep As Is <input type="checkbox"/> Edit <input type="checkbox"/> Add New Plan
Edited/New Action Plan (if applicable)	
Click or tap here to enter the Edited/New Action Plan (if applicable).	
This Goal/Objective/Target to be Continued in 2020-2021	<input type="checkbox"/> Yes <input type="checkbox"/> No

3 To track the **Objective #** being reviewed for the specific goal, enter the same # in the two areas.

6 Enter the corresponding text for the **Target** being reviewed.

8 Enter the corresponding name(s) for the **Data Steward** and the **Responsible Person(s)**.

10 Select the box corresponding to the **Target – Year-End** status. See table on following page.

11 Does the **Action Plan** need updating? Select the box corresponding to the **Action Plan – Year-End** status. See table on following page.

12 Enter an **Edited/New Action Plan** (if applicable).

13 Is the Goal-Objective-Measure-Target to be **Continued in 2020-2021**?

4 Enter the corresponding text for the **Objective** being reviewed.

5 Enter the corresponding text for the **Measure** being reviewed.

7 Enter the corresponding text for the **Action Plan** being reviewed.

9 After meeting with entity colleagues to review and analyze data for the Objective-Measure-Target, enter the 2019-2020 Year-End **Finding/Analysis**.

Access – Strategic Planning Template

Access the template, for the 2019-2020 Strategic Plan Year-End, [Strategic Planning Template](#).

For a review of strategic planning terms utilized in the template access [Strategic Planning Terms](#).

Entries – Strategic Planning Template

Complete entries in tables corresponding to Mid-Year SPRING 2020 Entity Strategic Plan entries, make additional copies of Strategic Priority and related Goal tables if needed.

Entries **1 – 8**: **1** Entity, **2** Mission, **3** Objective #, **4** Objective, **5** Measure, **6** Target, **7** Action Plan, and **8** Data Steward and Responsible Person(s).

To complete entries for **1 – 8** of the Strategic Planning Template, use the Entity Strategic Plan documented Mid-Year SPRING 2020 – as a reference. Download a copy of the Mid-Year SPRING 2020 Entity Strategic Plan or request a copy via email.

Download: <https://sacweb03.sac.alamo.edu/eScores/scores.aspx> Email Request: sac-strategicpl@alamo.edu

The information for **1 – 8** can be copied and pasted, from the Mid-Year SPRING 2020 Entity Strategic Plan, to corresponding fields in the Strategic Planning Template. If necessary, update the information for **8** Data Steward and Responsible Person(s).

Entries **9 – 13**: **9** Finding/Analysis, **10** Target, **11** Action Plan, **12** Edited/New Action Plan, and **13** Continued in 2020-2021.

Questions for discussion: •What do the results mean for the entity? •What did the entity learn? •Did the entity meet the target or not? and others, to help with **9** Finding/Analysis, are noted in the [Strategic Planning Terms](#).

Use the following table to help with **10** Target and **11** Action Plan entries.

TARGET STATUS	DESCRIPTION	ACTION PLANS
Met	The target has been met NOTE: Enjoy the achievement, thank those who helped in attaining the target, and attempt a new challenge	NOTE: The entity may retain the Target for the 2020-2021 Plan Year (to see if results are sustainable, or for data trending) <ul style="list-style-type: none">• If the Target is to continue in the 2020-2021 Plan Year an existing Action Plan<ul style="list-style-type: none">○ Can remain the same○ Can be edited
Partially Met	The target is close to being met	<ul style="list-style-type: none">• If an Action Plan exists, determine if edits are needed• If an Action Plan does not exist, create an Action Plan
Not Met	The target is not close to being met, has not been addressed, or a considerable amount of work/time is necessary to attain the target	<ul style="list-style-type: none">• If an Action Plan exists, determine if edits are needed• If an Action Plan does not exist, create an Action Plan
Not Reported This Cycle	The target is set for completion/achievement beyond the 2019-2020 Year-End review period	<ul style="list-style-type: none">• If the entity is ON TRACK to meet the projected outcome, by the set timeframe, creating an Action Plan is optional• If the entity is NOT ON TRACK to meet the projected outcome, by the set timeframe, create an Action Plan