Area: Area

# **Plan Details**

## Mission *Enter the mission statement for your area.*

Click or tap here to enter text.

## Narrative *Provide any helpful context for your plan, such as committee members or officers, special requirements for grant-funded programs, unusual circumstances affecting your area, etc.*

Click or tap here to enter text.

## Professional Development Plans *Identify your area’s professional development and/or training needs and plans for this academic year.*

Click or tap here to enter text.

## Mid-Year Narrative *Summarize the progress you have made overall. Mention any obstacles or changes that have come up.*

Click or tap here to enter text.

## Final Budget Narrative *Provide a brief summary of spending activities for the year. Describe how your financial resources supported goal completion or impeded progress. Compare your original budget and final/anticipated expenses. Even though your expenses will not be finalized yet, you can use both current UMDW reports and your own records. Address any discrepancies between allocations and expenditures and any budget modifications. In short, document how you have demonstrated good stewardship of your allocated resources.*

Click or tap here to enter text.

## Annual Plan Final Narrative *Reflect on the plan and academic year as a whole. Summarize your progress and how it will influence your next year of work. Mention any anticipated changes, challenges, activities, or opportunities in the next academic year.*

Click or tap here to enter text.

## Professional Development Summary *Briefly describe the professional development and training activities completed by staff/faculty and how they have or will contribute to continuous improvement for your area.*

Click or tap here to enter text.

# **Plan Goals: Goal 1 (required)**

## Guiding Principle: Choose an item. Defining Characteristic: Choose an item.

Responsible Party *The person/people responsible for carrying out the action item(s) and assessing the results. This may be the plan developer, another member of the area, or the entire area.*

Click or tap here to enter text.

## Planned Term Completion: Choose a term.

## Goal Statement *Briefly describe what you want to achieve this year and the desired impact.*

Click or tap here to enter text.

## Action Item(s) *Describe the action(s) your area will take this academic year. Effective action items are SMART, meaning they possess these five qualities: Specific, Measureable, Achievable, Relevant, Time-bound*

Click or tap here to enter text.

## Indicator(s) *Describe what successful completion of the action items looks like. These may also be considered outcomes or anticipated results. Effective indicators are measurable. Examples include (but are not limited to) reaching a target number (40 students in a program) or percent change (reduce expenses by 5%), or publication of a document.*

Click or tap here to enter text.

## Mid-Year Update *Provide any updates regarding progress toward a goal, whether it has been accomplished, you have started the work, or something has caused you to change your original plan.*

Click or tap here to enter text.

## Results *Describe what actually happened this year, including the actions taken and the outcomes of the actions. This should correlate to the action items and indicators described at the beginning of the year. Even if you weren’t successful or didn’t accomplish an action item, state that here and mention any contributing factors.*

Click or tap here to enter text.

## Future Actions *What’s next? Reflect on how the outcomes will influence future plans. For example, you may continue a successful activity or improve on it. An action item may be completed and need no further action. A goal may be passed on to another area. You may scrap an unsuccessful goal altogether, describing what you learned and how you will adapt or pivot.*

Click or tap here to enter text.

## Goal Status: Choose an item.

# **Plan Goals: Goal 2 (required)**

## Guiding Principle: Choose an item. Defining Characteristic: Choose an item.

Responsible Party *The person/people responsible for carrying out the action item(s) and assessing the results. This may be the plan developer, another member of the area, or the entire area.*

Click or tap here to enter text.

## Planned Term Completion: Choose a term.

## Goal Statement *Briefly describe what you want to achieve this year and the desired impact.*

Click or tap here to enter text.

## Action Item(s) *Describe the action(s) your area will take this academic year. Effective action items are SMART, meaning they possess these five qualities: Specific, Measureable, Achievable, Relevant, Time-bound*

Click or tap here to enter text.

## Indicator(s) *Describe what successful completion of the action items looks like. These may also be considered outcomes or anticipated results. Effective indicators are measurable. Examples include (but are not limited to) reaching a target number (40 students in a program) or percent change (reduce expenses by 5%), or publication of a document.*

Click or tap here to enter text.

## Mid-Year Update *Provide any updates regarding progress toward a goal, whether it has been accomplished, you have started the work, or something has caused you to change your original plan.*

Click or tap here to enter text.

## Results *Describe what actually happened this year, including the actions taken and the outcomes of the actions. This should correlate to the action items and indicators described at the beginning of the year. Even if you weren’t successful or didn’t accomplish an action item, state that here and mention any contributing factors.*

Click or tap here to enter text.

## Future Actions *What’s next? Reflect on how the outcomes will influence future plans. For example, you may continue a successful activity or improve on it. An action item may be completed and need no further action. A goal may be passed on to another area. You may scrap an unsuccessful goal altogether, describing what you learned and how you will adapt or pivot.*

Click or tap here to enter text.

## Goal Status: Choose an item.

# **Plan Goals: Goal 3 (required)**

## Guiding Principle: Choose an item. Defining Characteristic: Choose an item.

Responsible Party *The person/people responsible for carrying out the action item(s) and assessing the results. This may be the plan developer, another member of the area, or the entire area.*

Click or tap here to enter text.

## Planned Term Completion: Choose a term.

## Goal Statement *Briefly describe what you want to achieve this year and the desired impact.*

Click or tap here to enter text.

## Action Item(s) *Describe the action(s) your area will take this academic year. Effective action items are SMART, meaning they possess these five qualities: Specific, Measureable, Achievable, Relevant, Time-bound*

Click or tap here to enter text.

## Indicator(s) *Describe what successful completion of the action items looks like. These may also be considered outcomes or anticipated results. Effective indicators are measurable. Examples include (but are not limited to) reaching a target number (40 students in a program) or percent change (reduce expenses by 5%), or publication of a document.*

Click or tap here to enter text.

## Mid-Year Update *Provide any updates regarding progress toward a goal, whether it has been accomplished, you have started the work, or something has caused you to change your original plan.*

Click or tap here to enter text.

## Results *Describe what actually happened this year, including the actions taken and the outcomes of the actions. This should correlate to the action items and indicators described at the beginning of the year. Even if you weren’t successful or didn’t accomplish an action item, state that here and mention any contributing factors.*

Click or tap here to enter text.

## Future Actions *What’s next? Reflect on how the outcomes will influence future plans. For example, you may continue a successful activity or improve on it. An action item may be completed and need no further action. A goal may be passed on to another area. You may scrap an unsuccessful goal altogether, describing what you learned and how you will adapt or pivot.*

Click or tap here to enter text.

## Goal Status: Choose an item.

# **Plan Goals: Goal 4**

## Guiding Principle: Choose an item. Defining Characteristic: Choose an item.

Responsible Party *The person/people responsible for carrying out the action item(s) and assessing the results. This may be the plan developer, another member of the area, or the entire area.*

Click or tap here to enter text.

## Planned Term Completion: Choose a term.

## Goal Statement *Briefly describe what you want to achieve this year and the desired impact.*

Click or tap here to enter text.

## Action Item(s) *Describe the action(s) your area will take this academic year. Effective action items are SMART, meaning they possess these five qualities: Specific, Measureable, Achievable, Relevant, Time-bound*

Click or tap here to enter text.

## Indicator(s) *Describe what successful completion of the action items looks like. These may also be considered outcomes or anticipated results. Effective indicators are measurable. Examples include (but are not limited to) reaching a target number (40 students in a program) or percent change (reduce expenses by 5%), or publication of a document.*

Click or tap here to enter text.

## Mid-Year Update *Provide any updates regarding progress toward a goal, whether it has been accomplished, you have started the work, or something has caused you to change your original plan.*

Click or tap here to enter text.

## Results *Describe what actually happened this year, including the actions taken and the outcomes of the actions. This should correlate to the action items and indicators described at the beginning of the year. Even if you weren’t successful or didn’t accomplish an action item, state that here and mention any contributing factors.*

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## Future Actions *What’s next? Reflect on how the outcomes will influence future plans. For example, you may continue a successful activity or improve on it. An action item may be completed and need no further action. A goal may be passed on to another area. You may scrap an unsuccessful goal altogether, describing what you learned and how you will adapt or pivot.*

Click or tap here to enter text.

## Goal Status: Choose an item.

# **Plan Goals: Goal 5**

## Guiding Principle: Choose an item. Defining Characteristic: Choose an item.

Responsible Party *The person/people responsible for carrying out the action item(s) and assessing the results. This may be the plan developer, another member of the area, or the entire area.*

Click or tap here to enter text.

## Planned Term Completion: Choose a term.

## Goal Statement *Briefly describe what you want to achieve this year and the desired impact.*

Click or tap here to enter text.

## Action Item(s) *Describe the action(s) your area will take this academic year. Effective action items are SMART, meaning they possess these five qualities: Specific, Measureable, Achievable, Relevant, Time-bound*

Click or tap here to enter text.

## Indicator(s) *Describe what successful completion of the action items looks like. These may also be considered outcomes or anticipated results. Effective indicators are measurable. Examples include (but are not limited to) reaching a target number (40 students in a program) or percent change (reduce expenses by 5%), or publication of a document.*

Click or tap here to enter text.

## Mid-Year Update *Provide any updates regarding progress toward a goal, whether it has been accomplished, you have started the work, or something has caused you to change your original plan.*

Click or tap here to enter text.

## Results *Describe what actually happened this year, including the actions taken and the outcomes of the actions. This should correlate to the action items and indicators described at the beginning of the year. Even if you weren’t successful or didn’t accomplish an action item, state that here and mention any contributing factors.*

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## Future Actions *What’s next? Reflect on how the outcomes will influence future plans. For example, you may continue a successful activity or improve on it. An action item may be completed and need no further action. A goal may be passed on to another area. You may scrap an unsuccessful goal altogether, describing what you learned and how you will adapt or pivot.*

Click or tap here to enter text.

## Goal Status: Choose an item.

# **Plan Goals: Goal 6**

## Guiding Principle: Choose an item. Defining Characteristic: Choose an item.

Responsible Party *The person/people responsible for carrying out the action item(s) and assessing the results. This may be the plan developer, another member of the area, or the entire area.*

Click or tap here to enter text.

## Planned Term Completion: Choose a term.

## Goal Statement *Briefly describe what you want to achieve this year and the desired impact.*

Click or tap here to enter text.

## Action Item(s) *Describe the action(s) your area will take this academic year. Effective action items are SMART, meaning they possess these five qualities: Specific, Measureable, Achievable, Relevant, Time-bound*

Click or tap here to enter text.

## Indicator(s) *Describe what successful completion of the action items looks like. These may also be considered outcomes or anticipated results. Effective indicators are measurable. Examples include (but are not limited to) reaching a target number (40 students in a program) or percent change (reduce expenses by 5%), or publication of a document.*

Click or tap here to enter text.

## Mid-Year Update *Provide any updates regarding progress toward a goal, whether it has been accomplished, you have started the work, or something has caused you to change your original plan.*

Click or tap here to enter text.

## Results *Describe what actually happened this year, including the actions taken and the outcomes of the actions. This should correlate to the action items and indicators described at the beginning of the year. Even if you weren’t successful or didn’t accomplish an action item, state that here and mention any contributing factors.*

Click or tap here to enter text.

## Future Actions *What’s next? Reflect on how the outcomes will influence future plans. For example, you may continue a successful activity or improve on it. An action item may be completed and need no further action. A goal may be passed on to another area. You may scrap an unsuccessful goal altogether, describing what you learned and how you will adapt or pivot.*

Click or tap here to enter text.

## Goal Status: Choose an item.

# **Plan Goals: Goal 7**

## Guiding Principle: Choose an item. Defining Characteristic: Choose an item.

Responsible Party *The person/people responsible for carrying out the action item(s) and assessing the results. This may be the plan developer, another member of the area, or the entire area.*

Click or tap here to enter text.

## Planned Term Completion: Choose a term.

## Goal Statement *Briefly describe what you want to achieve this year and the desired impact.*

Click or tap here to enter text.

## Action Item(s) *Describe the action(s) your area will take this academic year. Effective action items are SMART, meaning they possess these five qualities: Specific, Measureable, Achievable, Relevant, Time-bound*

Click or tap here to enter text.

## Indicator(s) *Describe what successful completion of the action items looks like. These may also be considered outcomes or anticipated results. Effective indicators are measurable. Examples include (but are not limited to) reaching a target number (40 students in a program) or percent change (reduce expenses by 5%), or publication of a document.*

Click or tap here to enter text.

## Mid-Year Update *Provide any updates regarding progress toward a goal, whether it has been accomplished, you have started the work, or something has caused you to change your original plan.*

Click or tap here to enter text.

## Results *Describe what actually happened this year, including the actions taken and the outcomes of the actions. This should correlate to the action items and indicators described at the beginning of the year. Even if you weren’t successful or didn’t accomplish an action item, state that here and mention any contributing factors.*

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## Future Actions *What’s next? Reflect on how the outcomes will influence future plans. For example, you may continue a successful activity or improve on it. An action item may be completed and need no further action. A goal may be passed on to another area. You may scrap an unsuccessful goal altogether, describing what you learned and how you will adapt or pivot.*

Click or tap here to enter text.

## Goal Status: Choose an item.