

## **APPENDIX L ACTION PLAN**

In the interest of facilitating the development of meaningful and useful department action plans consistent with the Student Affairs strategic planning process, SAIRO offers the following guidance on writing and formatting program review action plans:

- A. Reflect on self-study findings and external review recommendations and identify opportunities for improvement and/or organizational advancement.
- B. Develop goal statements that explicitly articulate what the department hopes to accomplish. To maximize their utility, the organizational goals should be specific, measurable, and realistic (i.e., achievable within existing resources and/or include strategies for cultivating new revenue). The goals should also be consistent with the department's mission, strategic priorities, and the Student Affairs strategic plan. Please see the Student Affairs Strategic Plan (Appendix A) for examples of strategic goal statements.
- C. For each goal statement, map out the annual objectives and implementation strategies necessary to achieve the goal. Objectives are descriptions of exactly what is to be accomplished each year. The implementation strategies outline the steps that will be taken to achieve annual objectives. To be consistent with the Student Affairs strategic planning process, SAIRO suggests adopting a 3-5 year timeframe.
- D. Identify those individual(s) responsible for coordinating each goal, objective, and/or implementation strategies.
- E. Identify the methods of evaluation that will be used to track goal progress and attainment.

A sample action plan format is provided on the next page.

### Sample Action Plan Format

	<b>Responsible Individual(s)</b>	<b>Methods of Evaluation</b>
<b>Goal 1 Narrative</b>		
<u>Year 1</u> Objective(s) Implementation strategies		
<u>Year 2</u> Objective(s) Implementation strategies		
<u>Year 3</u> Objective(s) Implementation strategies		