# Strategic Planning Yearly Documentation (SPYD)

Please review the 2020-2025 Strategic Plan and work with the individuals in your unit/area to complete the following SPYD. Report on **3 or more** priority areas of focus for the fiscal year that are directly linked to the Strategic Plan as well as measures of effectiveness/evaluation. Please use the following timeline for completion:

(Practice Round): Practice Round due End of Spring 2020

Please complete this Strategic Planning Yearly Documentation (SPYD), Phases 1-3, in regards to your area reflecting back upon items of focus from Summer 2019, Fall 2019, Winter 2020 and up through current (Spring 2020) and link them to the new Strategic Plan.

* Phase 1 typically includes the following elements: Statement, Alignment, Action Steps, Measurement, and Resources.
* Phase 2 typically includes the following element: Updates (not included here for the Practice Round).
* Phase 3 typically includes the following elements: Evidence & Continuous Improvement

Typical Schedule:

* End of Spring Quarter 2020: Complete Phase 1 regarding work planned for fiscal year 2020 (July 1, 2020 to June 30, 2021)
* End of Summer 2020: Complete Phase 2
* End of Fall 2020: Complete Phase 3
* Winter Quarter 2021: Plan with budget process in order to complete Phase 1 for the next fiscal year.
* End of Spring 2021: Complete Phase 1 regarding work planned for fiscal year 2021 (July 1, 2021 to June 30, 2022)

# For this PRACTICE ROUND, complete PHASES 1 & 3 at the same time-

1. **Please enter the department/area name:**
2. **Please enter the name of the person submitting this information:**

## **Area of Focus #1\* (required)-**

### **Statement-**

***Copy the Goal or Objective from the Strategic Plan.***

Enter Statement here by replacing this sentence.

### **Alignment-**

***Enter Core Theme #, Goal #, Objective # (as related to the Statement)***

*Example: CT1G2O2*

Enter Alignment here by replacing this sentence.

### **Actions & Steps-**

***List the actions and/or steps necessary to accomplish the Goal. For each action, number it, and provide a due date for the action to be completed. If actions require multiple steps, include the steps under each action.***

*Example:*

*Action 1: insert the action to be taken here (if no additional steps are needed for this action, insert the due date for the action, as well)*

*Step 1: insert the first step to accomplish Action 1 and the due date*

*Step 2: insert the second step to accomplish Action 2 and the due date*

*Action 2: insert the action to be taken here (if no steps, insert the due date for the action, as well)*

Enter Actions Here by replacing this sentence

### **Measurement-**

***Insert a description of how you will collect information in order to measure the stated Area of Focus. Use corresponding numbers for measurement of each action/step listed.***

Enter Measurement here by replacing this sentence.

### **Resources-**

***Insert the existing resources and/or opportunities that exist for your area/department to achieve this Area of Focus. Delineate whether each is existing or an opportunity.***

*NOTE: This should NOT include budget requests for the current year.*

Enter Resources here by replacing this sentence.

### **Evidence-**

***Insert the information collected as evidence of effectiveness/evaluation of this Area of Focus.***

Enter Evidence here by replacing this sentence.

### **Continuous Improvement-**

***After reviewing the information from the evidence above, insert a narrative regarding future improvements regarding this particular Area of Focus.***

Enter Continuous Improvement here by replacing this sentence.

## **Area of Focus #2 (required)-**

### **Statement-**

***Copy the Goal or Objective from the Strategic Plan.***

Enter Statement here by replacing this sentence.

### **Alignment-**

***Enter Core Theme #, Goal #, Objective # (as related to the Statement)***

*Example: CT1G2O2*

Enter Alignment here by replacing this sentence.

### **Actions & Steps-**

***List the actions and/or steps necessary to accomplish the Goal. For each action, number it, and provide a due date for the action to be completed. If actions require multiple steps, include the steps under each action.***

*Example:*

*Action 1: insert the action to be taken here (if no additional steps are needed for this action, insert the due date for the action, as well)*

*Step 1: insert the first step to accomplish Action 1 and the due date*

*Step 2: insert the second step to accomplish Action 2 and the due date*

*Action 2: insert the action to be taken here (if no steps, insert the due date for the action, as well)*

Enter Actions Here by replacing this sentence

### **Measurement-**

***Insert a description of how you will collect information in order to measure the stated Area of Focus. Use corresponding numbers for measurement of each action/step listed.***

Enter Measurement here by replacing this sentence.

### **Resources-**

***Insert the existing resources and/or opportunities that exist for your area/department to achieve this Area of Focus. Delineate whether each is existing or an opportunity.***

*NOTE: This should NOT include budget requests for the current year.*

Enter Resources here by replacing this sentence.

### **Evidence-**

***Insert the information collected as evidence of effectiveness/evaluation of this Area of Focus.***

Enter Evidence here by replacing this sentence.

### **Continuous Improvement-**

***After reviewing the information from the evidence above, insert a narrative regarding future improvements regarding this particular Area of Focus.***

Enter Continuous Improvement here by replacing this sentence.

## **Area of Focus #3 (required)-**

### **Statement-**

***Copy the Goal or Objective from the Strategic Plan.***

Enter Statement here by replacing this sentence.

### **Alignment-**

***Enter Core Theme #, Goal #, Objective # (as related to the Statement)***

*Example: CT1G2O2*

Enter Alignment here by replacing this sentence.

### **Actions & Steps-**

***List the actions and/or steps necessary to accomplish the Goal. For each action, number it, and provide a due date for the action to be completed. If actions require multiple steps, include the steps under each action.***

*Example:*

*Action 1: insert the action to be taken here (if no additional steps are needed for this action, insert the due date for the action, as well)*

*Step 1: insert the first step to accomplish Action 1 and the due date*

*Step 2: insert the second step to accomplish Action 2 and the due date*

*Action 2: insert the action to be taken here (if no steps, insert the due date for the action, as well)*

Enter Actions Here by replacing this sentence

### **Measurement-**

***Insert a description of how you will collect information in order to measure the stated Area of Focus. Use corresponding numbers for measurement of each action/step listed.***

Enter Measurement here by replacing this sentence.

### **Resources-**

***Insert the existing resources and/or opportunities that exist for your area/department to achieve this Area of Focus. Delineate whether each is existing or an opportunity.***

*NOTE: This should NOT include budget requests for the current year.*

Enter Resources here by replacing this sentence.

### **Evidence-**

***Insert the information collected as evidence of effectiveness/evaluation of this Area of Focus.***

Enter Evidence here by replacing this sentence.

### **Continuous Improvement-**

***After reviewing the information from the evidence above, insert a narrative regarding future improvements regarding this particular Area of Focus.***

Enter Continuous Improvement here by replacing this sentence.

# **Optional Additional Areas of Focus:**

## **Area of Focus #4 (additional)-**

### **Statement-**

***Copy the Goal or Objective from the Strategic Plan.***

Enter Statement here by replacing this sentence.

### **Alignment-**

***Enter Core Theme #, Goal #, Objective # (as related to the Statement)***

*Example: CT1G2O2*

Enter Alignment here by replacing this sentence.

### **Actions & Steps-**

***List the actions and/or steps necessary to accomplish the Goal. For each action, number it, and provide a due date for the action to be completed. If actions require multiple steps, include the steps under each action.***

*Example:*

*Action 1: insert the action to be taken here (if no additional steps are needed for this action, insert the due date for the action, as well)*

*Step 1: insert the first step to accomplish Action 1 and the due date*

*Step 2: insert the second step to accomplish Action 2 and the due date*

*Action 2: insert the action to be taken here (if no steps, insert the due date for the action, as well)*

Enter Actions Here by replacing this sentence

### **Measurement-**

***Insert a description of how you will collect information in order to measure the stated Area of Focus. Use corresponding numbers for measurement of each action/step listed.***

Enter Measurement here by replacing this sentence.

### **Resources-**

***Insert the existing resources and/or opportunities that exist for your area/department to achieve this Area of Focus. Delineate whether each is existing or an opportunity.***

*NOTE: This should NOT include budget requests for the current year.*

Enter Resources here by replacing this sentence.

### **Evidence-**

***Insert the information collected as evidence of effectiveness/evaluation of this Area of Focus.***

Enter Evidence here by replacing this sentence.

### **Continuous Improvement-**

***After reviewing the information from the evidence above, insert a narrative regarding future improvements regarding this particular Area of Focus.***

Enter Continuous Improvement here by replacing this sentence.

## **Area of Focus #5 (additional)-**

### **Statement-**

***Copy the Goal or Objective from the Strategic Plan.***

Enter Statement here by replacing this sentence.

### **Alignment-**

***Enter Core Theme #, Goal #, Objective # (as related to the Statement)***

*Example: CT1G2O2*

Enter Alignment here by replacing this sentence.

### **Actions & Steps-**

***List the actions and/or steps necessary to accomplish the Goal. For each action, number it, and provide a due date for the action to be completed. If actions require multiple steps, include the steps under each action.***

*Example:*

*Action 1: insert the action to be taken here (if no additional steps are needed for this action, insert the due date for the action, as well)*

*Step 1: insert the first step to accomplish Action 1 and the due date*

*Step 2: insert the second step to accomplish Action 2 and the due date*

*Action 2: insert the action to be taken here (if no steps, insert the due date for the action, as well)*

Enter Actions Here by replacing this sentence

### **Measurement-**

***Insert a description of how you will collect information in order to measure the stated Area of Focus. Use corresponding numbers for measurement of each action/step listed.***

Enter Measurement here by replacing this sentence.

### **Resources-**

***Insert the existing resources and/or opportunities that exist for your area/department to achieve this Area of Focus. Delineate whether each is existing or an opportunity.***

*NOTE: This should NOT include budget requests for the current year.*

Enter Resources here by replacing this sentence.

### **Evidence-**

***Insert the information collected as evidence of effectiveness/evaluation of this Area of Focus.***

Enter Evidence here by replacing this sentence.

### **Continuous Improvement-**

***After reviewing the information from the evidence above, insert a narrative regarding future improvements regarding this particular Area of Focus.***

Enter Continuous Improvement here by replacing this sentence.

\* The order does not need to reference importance. For example, Area of Focus #1 does not necessarily need to be the most important are of focus for the year, it is simply one of the 3 areas of focus, as they may have equal importance and the numbers are for identification/reporting purposes only.