

Planning Worksheet for Unit Level Plan



Department/Office: _____

Date: _____

Person completing worksheet: _____

Academic Year	<u>Mission Statement</u> (give the purpose of your unit)	<u>Goal 1</u> (first big picture goal for year)	<u>Strategy 1.1</u> (description of first method for accomplishing goal 1, include a measure— completion date, number or percentage— that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Strategy 1.2</u> (description of second method for accomplishing goal 1, include a measure— completion date, number or percentage— that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Goal 2</u> (second big picture goal for year)	<u>Strategy 2.1</u> (description of first method for accomplishing goal 2, include a measure— completion date, number or percentage— that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Strategy 2.2</u> (description of first method for accomplishing goal 2, include a measure— completion date, number or percentage— that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)
2014-2015							
2015-2016							
2016-2017							

Academic Year	<u>Goal 3</u> (third big picture goal for year)	<u>Strategy 3.1</u> (description of first method for accomplishing goal 3, include a measure— completion date, number or percentage—that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Strategy 3.1</u> (description of second method for accomplishing goal 3, include a measure— completion date, number or percentage—that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Goal 4</u> (fourth big picture goal for year)	<u>Strategy 4.1</u> (description of first method for accomplishing goal 4, include a measure— completion date, number or percentage—that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Strategy 4.2</u> (description of second method for accomplishing goal 3, include a measure— completion date, number or percentage—that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)
2014-2015						
2015-2016						
2016-2017						

Academic Year	<u>Goal 5</u> (fifth big picture goal for year)	<u>Strategy 5.1</u> (description of first method for accomplishing goal 5, include a measure— completion date, number or percentage—that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Strategy 5.2</u> (description of second method for accomplishing goal 5, include a measure— completion date, number or percentage—that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Goal 6</u> (sixth big picture goal for year)	<u>Strategy 6.1</u> (description of first method for accomplishing goal 6, include a measure— completion date, number or percentage—that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)	<u>Strategy 6.2</u> (description of second method for accomplishing goal 6, include a measure— completion date, number or percentage—that will let you know if you’ve met your target at year’s end; include an end of year result for academic years completed)
2013-2014						
2014-2015						
2015-2016						