

Tennessee Technological University

Strategic Planning Reporting System

How to Add a Strategy

1. Please see [“How to Edit and Action Plan”](#) for instructions on how to navigate to the location in the Reporting System where Strategies can be added.
 - a. **Please Note:** When selecting an Action Plan to edit you do not have to change any data to progress through the Reporting System.
2. Select **“Add new Strategy”** from the **“Select Plan Year to Edit/View”** field. *(Step 2 is only relevant if a strategy is already associated with the action plan)*

The screenshot shows the top navigation bar with the TTU logo and 'STRATEGIC PLANNING SYSTEM' text. Below the navigation bar are links: 'Return to Choose System', 'Return to Main', 'Logoff', 'TTU Strategic Planning Website', and 'Help'. The main content area is titled 'Planning Years 2010-2015' and 'Goalkeeper TEST'. It contains the following text: 'Goal: 1 - Increase the number of new and existing academic programs and partnerships that are both innovative and well aligned with state and national priorities.', 'Objective: 1 - Create new degree-granting programs (undergraduate or graduate)', 'Action: 1 - This is a test only.', 'Evaluation Method(1): Enrollment FTE Target(1): 82', 'Evaluation Method(2): Enrollment Headcount Target(2): 100', and 'Goalkeeper Memo: This is a note!'.

Your Action has been Saved.

If you would like to add a new Strategy to this Action, select "Add New Strategy" from the Plan Year dropdown list.

Choose a Plan Year and Strategy to Edit/View.

The screenshot shows a dropdown menu with the text 'Select a Plan Year to Edit/View:'. The dropdown is open, showing a list of years: '2010-11' and 'Add new Strategy'.

3. Select the year from the **“Choose a Plan Year”** field that you wish to associate a new Strategy with.

The screenshot shows the top navigation bar with the TTU logo and 'STRATEGIC PLANNING SYSTEM' text. Below the navigation bar are links: 'Return to Choose System', 'Return to Main', 'Logoff', 'TTU Strategic Planning Website', and 'Help'. The main content area is titled 'Planning Years 2010-2015' and 'Goalkeeper AA'.

Planning Years 2010-2015
Goalkeeper **AA**

Goal: 1 - Increase the number of new and existing academic programs and partnerships that are both innovative and well aligned with state and national priorities.
Objective: 1 - Create new degree-granting programs (undergraduate or graduate)
Action: 2 - This is an Example Only!
Evaluation Method(1): Enrollment **Target(1):** 100
Evaluation Method(2): Number Out-of-State Students **Target(2):** 50
Goalkeeper Memo: This field can be used for additional information or to keep up with additional goalkeepers.

The screenshot shows a dropdown menu with the text 'Choose a Plan Year:'. The dropdown is open, showing a list of years: '2010-11', '2011-12', '2012-13', '2013-14', '2014-15', and '2015-16'.

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4. Complete each relevant field associated with the new Strategy.
 - a. A sequence number will automatically be assigned to the Strategy.
 - b. Enter a description or explanation of the Strategy into the “**Strategy**” field.
 - c. Revenues, Human Resources, Operating Costs, and Facilities (**At least one of these sections must be filled out for a Strategy to be valid in the Reporting System**)
 - i. Enter an explanation of the revenue/cost in the “**Generic Memo**” field under the corresponding revenue/cost label.
 - ii. Enter any one time revenue/cost dollar amount in associated the “**One Time Dollar Amount**” field. (*Numerical values only – You may enter a zero if the dollar amount is unknown at the time of entry*)
 - iii. Enter any recurring revenue/cost dollar amount in associated the “**Recurring Dollar Amount**” field. (*Numerical values only – You may enter a zero if the dollar amount is unknown at the time of entry*)
 - iv. Select by clicking the type of money the revenue/cost will be associated with by selecting either “**E&G, Grants/Restricted, Gifts, or Other.**” (*Only one type can be selected per revenue/cost section*)
 - v. If the “**Other**” money type was selected, enter a brief description in the “**Other**” field in the associated revenue/cost section.
 - d. Once you have completed all relevant fields, click the “**Submit**” button.
 - i. Clicking the “Cancel” button Click will return to the main menu (*Two Options: Strategic Planning Reporting System or Annual Report System*).

Your Action has been Saved.

Choose a Plan Year: 2012-13

Strategy 1

Net New Revenue/Net Cost Savings

One Time Dollar Amount:

Recurring Dollar Amount:

Funding Source:
 E&G Grants/Restricted Gifts Other

Other:

Human Resources

One Time Dollar Amount:

Recurring Dollar Amount:

Funding Source:
 E&G Grants/Restricted Gifts Other

Other:

Operating Costs

One Time Dollar Amount:

Recurring Dollar Amount:

Funding Source:
 E&G Grants/Restricted Gifts Other

Other:

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Facilities
Renovation of space.

One Time Dollar Amount: 30000
Recurring Dollar Amount: 0
Funding Source:
 E&O Grants/Restricted Gifts Other
Other:

5. Once you have clicked the “**Submit**” button you should receive a “**Your Strategy has been added to the database**” message.
 - a. Click the “**Here**” link in the phrase “**Click here to add or edit another Strategy for this Action**” to add or edit a Strategy for the same Action Plan.
 - b. Click the “**Return to Choose System**” button to return to the main menu (*Two Options: Strategic Planning Reporting System or Annual Report System*).
 - c. Click the “**Return to Main**” button to return back to the screen where you can select the planning cycle.
 - d. Click the “**Logoff**” button to exit the Strategic Planning Report System



Planning Years 2010-2015
Goalkeeper TEST

Your Strategy has been added to the database.

Click [here](#) to add or edit another Strategy for this Action.