

Tennessee Technological University

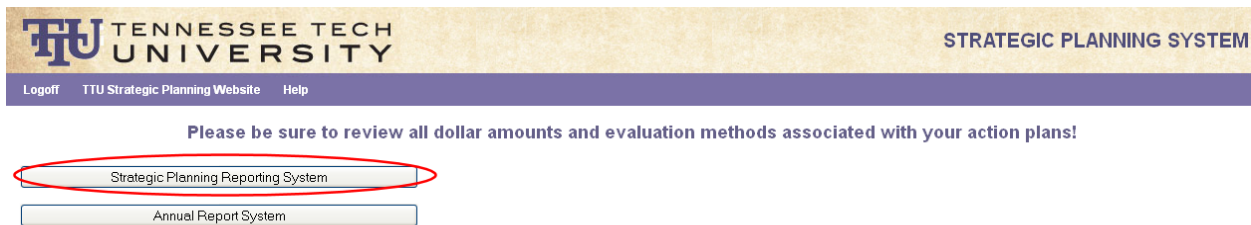
Strategic Planning Reporting System

How to Add an Action Plan

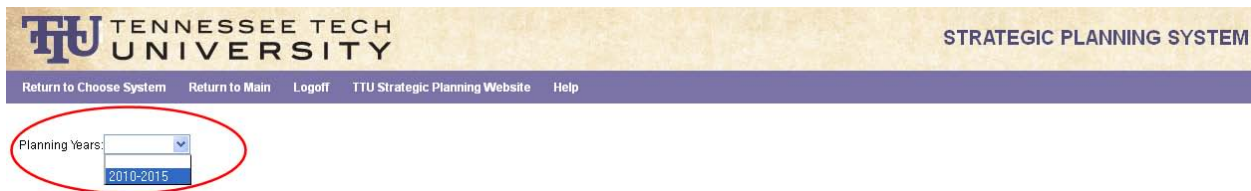
1. Login to the Strategic Planning Reporting System by entering your username into the “Goalkeeper Name” field, entering your password into the “Password” field, and clicking the “Login” button.



2. Click the “Strategic Planning Reporting System” button.
 - a. *Please Note: this screen in the system also displays a broadcast message that is used to communicate with the campus community. As you notice in this example the Strategic Planning Committee is asking all users of the system to review their dollar amounts and evaluation methods of their action plans.*



3. Select the planning cycle you wish to add your action plan to by making a selection from the drop down list located in the “Planning Years” field.



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4. Select a current goal associated with the planning cycle you selected in Step 3 (*predetermined by the Strategic Planning Committee*) by making a selection from the drop down list located in “Goal” field.

The screenshot shows the top header with the Tennessee Tech University logo and the text 'STRATEGIC PLANNING SYSTEM'. Below the header is a navigation bar with links: 'Return to Choose System', 'Return to Main', 'Logoff', 'TTU Strategic Planning Website', and 'Help'. The main content area shows 'Planning Years: 2010-2015' with a dropdown arrow. Below this is a 'Goal:' label followed by a dropdown menu. The dropdown menu is open, showing a list of five options: '1 - Increase the number of new and existing academic programs and partnerships that are both innovative and well aligned with state and national priorities.', '2 - Increase retention and the number of students who complete a Baccalaureate or graduate degree.', '3 - Enhance the learning environment to effectively support all programs and objectives.', '4 - Generate external resources to maintain and enhance Quality.', and '5 - Develop more efficient and cost-effective administrative processes.' The first option is highlighted in blue.

5. Select a current objective associated with the goal you selected in Step 4 (*predetermined by the Strategic Planning Committee*) by making a selection from the drop down list located in the “Objective” field.

The screenshot shows the same interface as the previous one, but now the 'Goal:' dropdown is selected with the first option: '1 - Increase the number of new and existing academic programs and partnerships that are both innovative and well aligned with state and national priorities.'. Below the goal selection is an 'Objective:' label followed by a dropdown menu. The dropdown menu is open, showing a list of seven options: '1 - Create new degree-granting programs (undergraduate or graduate)', '2 - Create or update concentrations or options', '3 - Increase effective use of technology in academic programs/delivery of academic programs', '4 - Develop new partnerships with Community colleges', '5 - Develop new partnerships with area K-12 schools', '6 - Launch STEM center programming', and '7 - Form a regional development center (education, economic development and rural health care)'. The first option is highlighted in blue.


6. Click the “Add a New Action” button to add a new action associated with the selected planning cycle, goal, and objective.

The screenshot shows the same interface as the previous ones, but now the 'Objective:' dropdown is selected with the first option: '1 - Create new degree-granting programs (undergraduate or graduate)'. Below the objective selection is a text prompt: 'Choose an Action Item from the list or Click "Add a New Action"'. Below this prompt is an 'Action:' label followed by a dropdown menu. At the bottom of the form are two buttons: 'Edit An Existing Action' and 'Add a New Action'. The 'Add a New Action' button is highlighted with a red box.

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7. **Add** the new action plan.
 - a. The **“Action Number”** field will automatically populate with a sequence number.
 - b. Enter the desired action description into the **“Action”** field.
 - c. Select an evaluation method as a unit a measure for the action plan from the **“Evaluation Method”** drop down list.
 - d. Enter a target to evaluate the action plan by entering a numeric value in the **“Target”** field.
 - e. Select an alternate evaluation method as a 2nd unit a measure for the action plan from the **“Alt Evaluation Method”** drop down list.
 - f. Enter a 2nd target to evaluate the action plan by entering a numeric value in the **“Alt Target”** field.
 - g. Enter any notes or alternate goalkeeper in the **“Goalkeeper Memo”** field.
 - h. Select an Alternate Goalkeeper if another department is will be working on the Action Plan with you from the **“Alternate Goalkeeper”** drop down list.
 - i. Click the **“Continue/Save”** button to add the action plan.
 - i. Clicking the **“Cancel”** button will return to the main menu (*Two Options: Strategic Planning Reporting System or Annual Report System*).

TENNESSEE TECH UNIVERSITYSTRATEGIC PLANNING SYSTEM

[Return to Choose System](#) [Return to Main](#) [Logoff](#) [TTU Strategic Planning Website](#) [Help](#)

Planning Years 2010-2015
Goalkeeper TEST

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 Number:

Action:

Evaluation Method: Target:

Alt Evaluation Method: Alt Target:


Goalkeeper Memo:

Alternate Goalkeeper (optional):

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8. You have now added a new action plan to the Strategic Planning Reporting System. You should receive the confirmation that “Your Action has been Saved” and the saved data will appear in summarized form in a gray shaded area. You can now do the following things:
 - a. Click the “**Return to Choose System**” button to return to the main menu (*Two Options: Strategic Planning Reporting System or Annual Report System*).
 - b. Click the “**Return to Main**” button to return back to the screen where you can select the planning cycle.
 - c. Click the “**Logoff**” button to exit the Strategic Planning Report System.
 - d. Add strategies associated with an action plan – see [“How to Add a Strategy”](#)

 **TENNESSEE TECH UNIVERSITY** STRATEGIC PLANNING SYSTEM

[Return to Choose System](#) [Return to Main](#) [Logoff](#) [TTU Strategic Planning Website](#) [Help](#)

Planning Years 2010-2015
Goalkeeper TEST

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: 9 - This is where you type an action plan.
Evaluation Method(1): Enrollment **Target(1):** 100
Evaluation Method(2): Number of transfers from Community Colleges **Target(2):** 50
Goalkeeper Memo: This is where you can type notes.

Your Action has been Saved.

Choose a Plan Year: