

Tennessee Technological University

Strategic Planning Reporting System

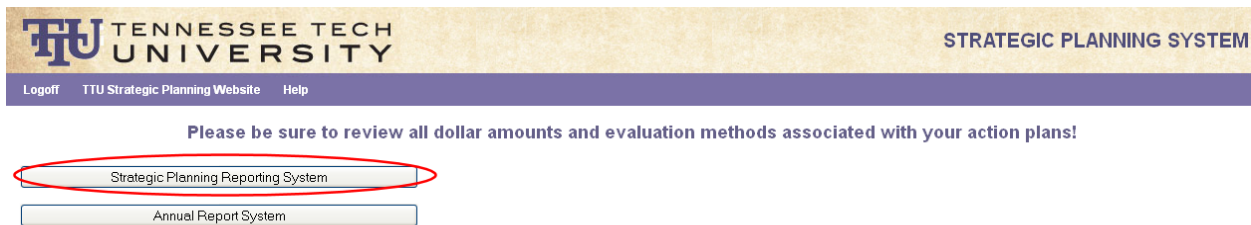
How to Edit an Action Plan

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.



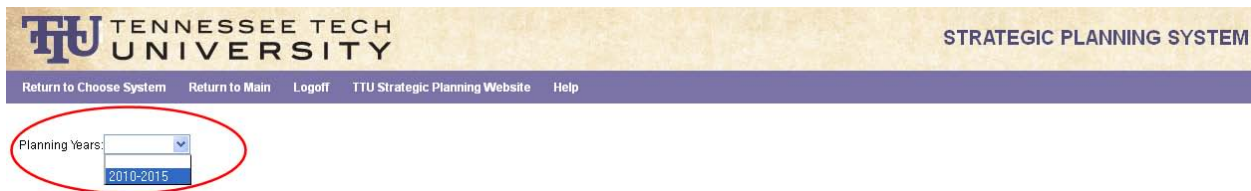
The screenshot shows the login interface for the Strategic Planning Reporting System. At the top left is the TTU Tennessee Tech University logo. At the top right is the text "STRATEGIC PLANNING SYSTEM". Below the logo is a navigation bar with links: "TTU Strategic Planning Website", "Change Password", and "Help". The main form area contains a "GoalKeeper Name:" field with the text "AA" entered, a "Password:" field with two dots, and a "Login" button circled in red.

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.*



The screenshot shows the main menu page. At the top left is the TTU Tennessee Tech University logo. At the top right is the text "STRATEGIC PLANNING SYSTEM". Below the logo is a navigation bar with links: "Logoff", "TTU Strategic Planning Website", and "Help". A broadcast message is displayed: "Please be sure to review all dollar amounts and evaluation methods associated with your action plans!". Below the message are two buttons: "Strategic Planning Reporting System" (circled in red) and "Annual Report System".

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



The screenshot shows the "Planning Years" selection page. At the top left is the TTU Tennessee Tech University logo. At the top right is the text "STRATEGIC PLANNING SYSTEM". Below the logo is a navigation bar with links: "Return to Choose System", "Return to Main", "Logoff", "TTU Strategic Planning Website", and "Help". The main form area contains a "Planning Years:" field with a dropdown menu showing "2010-2015" selected, circled in red.

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4. Select a current goal associated with the action plan you wish to edit by making a selection from the drop down list located in the “Goal” field.

The screenshot shows the top navigation bar with the TTU logo and 'STRATEGIC PLANNING SYSTEM' text. Below the navigation bar, there are links: 'Return to Choose System', 'Return to Main', 'Logoff', 'TTU Strategic Planning Website', and 'Help'. The 'Planning Years' dropdown is set to '2010-2015'. The 'Goal' dropdown menu is open, showing a list of five options. The first option is selected and highlighted in blue.

Planning Years: 2010-2015

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.
- 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.
- 5 - Develop more efficient and cost-effective administrative processes.

5. Select a current objective associated with the action plan you wish to edit by making a selection from the drop down list located in the “Objective” field.

The screenshot shows the same interface as the previous one. The 'Goal' dropdown is now closed and shows the selected 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.' The 'Objective' dropdown menu is open, showing a list of seven options. The first option is selected and highlighted in blue.

Planning Years: 2010-2015

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)
- 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
- 7 - Form a regional development center (education, economic development and rural health care)

6. Select a current action you wish to edit by making a selection from the drop down list located in the “Action” field.

The screenshot shows the same interface. The 'Objective' dropdown is now closed and shows the selected option: '1 - Create new degree-granting programs (undergraduate or graduate)'. The 'Action' dropdown menu is open, showing a list of three options. The first option is selected and highlighted in blue. Below the dropdown menu, there are two buttons: 'Edit An Existing Action' and 'Add a New Action'.

Planning Years: 2010-2015

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)

Choose an Action item from the list or Click "Add a New Action"

Action: 2 - This is an Example Only

- 1 - Create a comprehensive environmental studies program
- 2 - This is an Example Only

Edit An Existing Action Add a New Action

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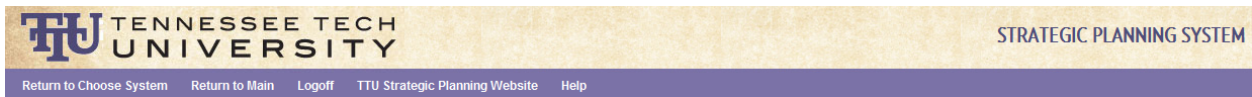
7. Click the **“Edit/View an Existing Action”** button to edit the selected action plan.

The screenshot displays the Tennessee Tech University Strategic Planning System interface. At the top, the university logo and name are on the left, and 'STRATEGIC PLANNING SYSTEM' is on the right. Below this is a navigation bar with links: 'Return to Choose System', 'Return to Main', 'Logoff', 'TTU Strategic Planning Website', and 'Help'. The main content area includes a 'Planning Years' dropdown menu set to '2010-2015'. Below that are three dropdown menus: 'Goal' (selected: '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' (selected: '1 - Create new degree-granting programs (undergraduate or graduate)'), and 'Action' (selected: '1 - This is a test only.'). A red text prompt reads 'Choose an Action Item from the list or Click *Add a New Action*'. At the bottom, two buttons are visible: 'Edit/View An Existing Action' (highlighted with a red box) and 'Add a New Action'.

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8. **Edit** the existing action plan.
 - a. Enter any notes or alternate goalkeeper in the “**Goalkeeper Memo**” field.
 - b. Select an evaluation method as a unit a measure for the action plan from the “**Evaluation Method**” drop down list.
 - c. Enter a target to evaluate the action plan by entering a numeric value in the “**Target**” field.
 - d. Select an alternate evaluation method as a 2nd unit a measure for the action plan from the “**Alt Evaluation Method**” drop down list.
 - e. Enter a 2nd target to evaluate the action plan by entering a numeric value in the “**Alt Target**” field.
 - f. Enter any alternate goalkeeper by selection an option from the “Alternate Goalkeeper” drop down list.
 - g. Click the “**Continue/Save**” button to save the edited action plan.
 - i. Clicking the “**Cancel**” button will cancel all changes to the action plan and return you back to the screen where you can select the planning cycle.
 - ii. Clicking the “**Delete This Action**” button will delete the current Action Plan.



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: 1 - This is a test only.

The following data may be updated for the Action listed above.

Goalkeeper Memo:

Evaluation Method:
Target:


Alt Evaluation Method:
Alt Target:

Alternate Goalkeeper (optional):

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9. You have now edited the existing action plan to the Strategic Planning Reporting System and it will appear in summarized form in a gray shaded area. You will also receive a confirmation that the edited data has been saved. You can now do the following things:
 - h. Click the **“Return to Choose System”** button to return to the main menu (*Two Options: Strategic Planning Reporting System or Annual Report System*).
 - i. Click the **“Return to Main”** button to return back to the screen where you can select the planning cycle.
 - j. Click the **“Logoff”** button to exit the Strategic Planning Report System.
 - k. Add strategies associated with an action plan – see [“How to Add a Strategy”](#) or [“How to Edit 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: 1 - This is a test only.

Evaluation Method(1): Enrollment FTE **Target(1):** 82

Evaluation Method(2): Enrollment Headcount **Target(2):** 100

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.

Select a Plan Year to Edit/View:

Select Strategy to Edit/View: