DISCOVER
What is planning process and structure? Who's involved? What resources are needed?
IP Tools: Lit Review Self-Assessment

DEVELOP
Goals, Objectives, Measurable Objectives, Strategies, Priorities
IP Tools: Logic Model Process Improvement Guide Templates

DEVELOP
Determine milestones during development process to assess how the process is going.
Develop process to address “unknowns”

IMPLEMENT
Time for Action
Hire, Allocate, Purchase, Install, etc.
Integration of Other Departments
IP Tools: Templates for tracking progress

REPORT
Make evaluation results public
IP Tools: Reporting Tools Dashboards

EVALUATE
Evaluate progress towards goals. For multi-year plans, conduct annual evaluations, and refine strategies if needed.
IP Tools: Templates Rubrics

DATA NEEDED:
Institutional Data External Scans Other Institutional Plans

Sudden opportunities (i.e., new funding streams) and challenges or obstacles (i.e., as budget reductions) can happen anytime during the life of a plan. An integrated planning process provides the structure to evaluate these “unknowns” and how they relate to the plans and processes already that have been established. Separate processes might need to be developed to address opportunities vs. challenges.
DISCOVER
This is an important but often overlooked component of an integrated planning process. The discovery phase allows a college to take a step back and evaluate how planning is done.

Review the current situation at your college and ask key questions:
• What is the planning process and structure?
• Who’s involved?
• What resources are needed?
• How are resources allocated?
• What are the other committees, groups, etc. and how are they related?
• Look at the other components of the IP Model and evaluate their effectiveness. If gaps are found, how can they be addressed?

IP Resources Examples
• IP Literature Review Themes
• Process Improvement Guide – Define Purpose
• Crosswalks
• Templates, forms
• Planning diagrams
• Videos
• Examples from other colleges

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DEVELOP

The development of the plan is the main focus of this component of the IP Model.

Key questions:
• What does the institutional data look like?
• Is input from stakeholders (internal & external) solicited?
• What is happening outside the college that may impact it? Has an Environmental Scan been conducted?
• What are the Goals, Measurable Objectives, Strategies, etc.?
• Are there institution set standards?
• How are goals prioritized?
• How can the college plan for the unknown? (see Sudden Opportunities/ Sudden Challenges or Obstacles)
• As you develop the plan, consider how the goals and measurable objectives will be implemented, evaluated and reported.

IP Resources Examples
• Templates, forms
• SWOT Analysis
• Process Improvement Guide - Conducting effective meetings
• Tools for IP Logic Models
• Videos
• Examples from other colleges

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Integration:
• What are the links between this plan and other institutional plans?
• If goals are similar between the plans, are institution set standards consistent among them?
IMPLEMENT

This is the time for action, when the goals, objectives and strategies of the plan are operationalized.

Key questions
- What is the Implementation timeline? How does this affect other college operations?
- What is the impact of implementation on other departments (i.e., HR, IT, etc.)?
- What is the process for resource allocation and prioritization?

IP Resources Examples
- Templates, forms
- Prioritization Process examples
- Videos
- Examples from other colleges

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Integration:
- Review the institutional plans - can implementation be more streamlined/ effective/ efficient by combining efforts and resources between the plans?
**EVALUATE –**
It is important to evaluate the progress towards goals on a regular basis, at least annually, but more frequently if needed. For multi-year plans, evaluation may lead to slight modifications of objectives and strategies.

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<th>Key questions:</th>
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<tr>
<td>• Who conducts the evaluation?</td>
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<td>• How often should the goals be evaluated?</td>
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<td>• What is the mechanism for evaluation?</td>
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<td>• How are evaluation results used?</td>
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<td>• What happens if institution set standards are not met?</td>
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**IP Resources Examples**
- Templates, forms
- Videos
- Examples from other colleges

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Once the evaluation is complete, it is important to share the results broadly.

Key questions:
• How are results reported? Are they just posted on a website, or they are being presented and discussed at meetings?
• Are results presented in a format that is easy to understand?

Integration:
• How are evaluation results reported for the different institutional plans?

IP Resources Examples
• Templates, forms
• Dashboard examples
• Videos
• Examples from other colleges

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SUDDEN OPPORTUNITIES -
Sudden opportunities (i.e., new funding streams) can happen anytime during the life of a plan. An integrated planning process provides the structure to evaluate these “unknowns” and how they relate to the plans and processes already that have been established.

Key questions:
• What is the current process of evaluating whether or not the college should take advantage of an opportunity that may present itself outside of the regular planning cycle?
• Who has input into making decisions about this?

IP Resources Examples
• Templates, forms
• Scenario Planning
• Videos
• Examples from other colleges

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Integration:
• Review the institutional plans – how will pursuing or ignoring this sudden opportunity impact them?
**SUDDEN CHALLENGES or OBSTACLES**  
Sudden challenges or obstacles (i.e., as budget reductions) can happen anytime during the life of a plan. An integrated planning process provides the structure to evaluate these “unknowns” and how they relate to the plans and processes already that have been established.

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<td>• Review the institutional plans – how does this sudden challenge or obstacle affect them?</td>
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MISSION AND VISION –
The mission and vision statements should be central to the planning process and all other processes at the college. The mission and vision statements are required to be reviewed on a regular basis.

**Key questions:**
- What is the process of reviewing the Mission statement?
  - Who’s involved?
  - How often?

**Integration:**
- Does everyone know the college’s Mission and Vision statements?
- Do plans, processes, departments, etc. support the college’s mission in visible ways?

**IP Resources Examples**
- Examples on how to review Mission/ Vision Statements
- Videos
- Examples from other colleges

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