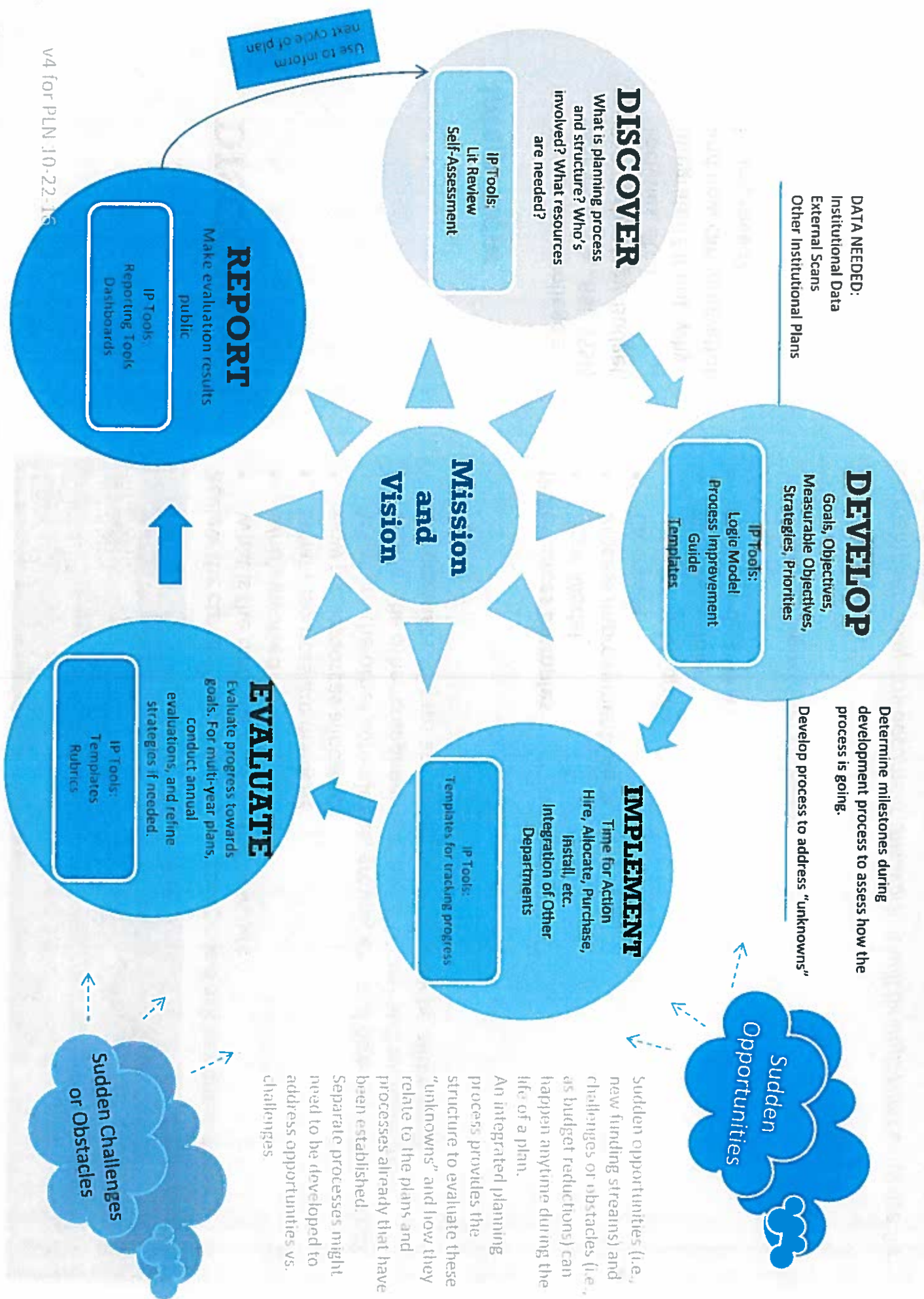


Conceptual Model of Integrated Planning



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

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?

Integration:

- How are the college's key plans (i.e., BSI, SSSP, SEP, Technology, Budget, Facilities, etc.) integrated? If not, why and how can integration be improved?

IP Resources Examples

- Logic Model
- Process Improvement Guide
- Crosswalk
- Who What Mapping
- Templates, forms
- Planning diagrams
- Videos
- Examples from other colleges

Accreditation

Remember to properly document this work; it will be important evidence for accreditation.

DEVELOP

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
- Scenario planning
- Process Improvement Guide - Conducting effective meetings
- Videos
- Examples from other colleges

Accreditation

Remember to properly document this work; it will be important evidence for accreditation.

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

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?

Integration:

- Review the institutional plans - can implementation be more streamlined/ effective/ efficient by combining efforts and resources between the plans?

IP Resources Examples

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

Accreditation

Remember to properly document this work; it will be important evidence for accreditation.

EVALUATE

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.

Key questions:

- Who conducts the evaluation?
- How often should the goals be evaluated?
- What is the mechanism for evaluation?
- How are evaluation results used?
- What happens if institution set standards are not met?

IP Resources Examples

- Templates, forms
- Videos
- Examples from other colleges

Accreditation

Remember to properly document this work; it will be important evidence for accreditation.

Integration:

- Review the institutional plans – is there a common evaluation tool or process used for the plans?

REPORT

Integration:

- How are evaluation results reported for the different institutional plans?

REPORT -

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?

IP Resources Examples

- Templates, forms
- Dashboard examples
- Videos
- Examples from other colleges

Accreditation

Remember to properly document this work; it will be important evidence for accreditation.



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?

Integration:

- Review the institutional plans – how will pursuing or ignoring this sudden opportunity impact them?

IP Resources Examples

- Templates, forms
- Scenario Planning
- Videos
- Examples from other colleges

Accreditation

Remember to properly document this work; it will be important evidence for accreditation.



Sudden Challenges or Obstacles

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.

Key questions:

- How does the college currently respond to sudden challenges or obstacles?
- Who has input into making decisions about this?

Integration:

- Review the institutional plans – how does this sudden challenge or obstacle affect them?

IP Resources Examples

- Templates, forms
- Scenario Planning
- Videos
- Examples from other colleges

Accreditation

Remember to properly document this work; it will be important evidence for accreditation.



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?

IP Resources Examples

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

Accreditation

Remember to properly document this work; it will be important evidence for accreditation.

Integration:

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