

Vice President for Administration Goal Development

PROC	ESS	FOR FY19	START	
2018 SYJJAN JAI	VORK 2/28	VP-Admin Directors Meeting		Introduce Target Condition - and Establish Framework for Completion
			Data Collection via Google Form	TOR COMPLETION
	3/7	VP-Admin Directors Meeting		REVIEWED PRELIMINARY DATA
			Build Word Clouds	CONTRIBUTIONS TO STRATEGIC PLAN
	3/12	Monday Huddle		15 MINUTE DISCUSSION
			Build More Word Clouds	Guiding Principles, Vision, Mission
	3/19	Monday Huddle		15 Minute Discussion
	3/21	2-hour Working Session #1		Identify Six Goal Areas
	3/23	Small Group Work		REFINE DOWN TO FOUR GOALS
	3/26	SMALL GROUP WORK AND MONDAY HUDDLE		REFINE DOWN TO THREE GOALS 15 MINUTE DISCUSSION
	3/27	2-hour Working Session #2		FINALIZE GOALS, STRATEGIES, AND METRICS
	3/30	SMALL GROUP WORK		Final Editing
			Circulate for Approval	
GOAL	4/3	Executive Team Meeting		Goal for Final Deliverable
			Create Action Plans	
	4/17	Executive Team Retreat		REPORT OUT
ONGO ACTIO PLANS	N		Assess Process	EXECUTE AND ACCUNTABILITY CHECK-INS
LANS		DISSCUSSION EVENT	ACTION ITEMS	PROCESS MILESTONES