Progress Report on District Strategic Plan

Instructions

Complete the information for the Goal and Objective table:

a. Please enter a *Revised Timeline/Deadline* only if the analysis of progress to date on that objective clearly demonstrates the need for it.
b. If any *Actions/Activities* and/or *Measurements/Documentation of Progress* suggested by the original planning group have been pre-entered, you may edit them as needed.
c. List all major *Actions/Activities* that are completed, underway, scheduled, or planned. If you need space for more actions/activities, add lines as needed to the table.
d. In the *Status Code* column, indicate whether each action/activity is Completed, Underway, Scheduled, or Planned.*
e. In the *Progress Description* column, briefly describe your progress on each action/activity that is Underway.
f. In the *Measurements/Documentation of Progress* column, identify the written evidence you will use to demonstrate your progress on each action/activity.

Name of Preparer	Date
Jack Miyamoto	May 18, 2012

Goal	*3.1: Optimize the development, maintenance, and use of resources in accord with applicable plans.*

Objective	Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
3.1.1: Evaluate and enhance the system for training employees in accordance with district plans. [See also 2.3.1 and 4.2.1.]	*2011-12 & Ongoing*		*Vice Chancellor, HR* *Executive Director, DETS* *Professional Development Committee Chairs*

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Identify training needs.	U U	ONGOING - Meetings with assigned group at least every other month. • Created a tracking tool to outline applications that are offered at the District.	Minutes of meetings with assigned group.
Develop appropriate training programs to meet the needs.	U	List of trainings on the applications to be outlined by Fall 2012.	Minutes of meetings with assigned group.
Deliver training to employees.	P		
Evaluate the program annually and revise it as needed.	P		

Recommendations for Further Actions

**** Status Code: C = Work is Completed, U = Work is Underway, S = Work is Scheduled to begin on a reasonably firm date, P = Work is Planned but not yet firmly scheduled***