

2020-21 ANNUAL DEPARTMENT & CAMPUS PLAN ONLINE TOOL INSTRUCTIONS

STEP 1: Review CNC's current plans. Each of your department or campus goals will need to support one of the strategies or objectives in the following:

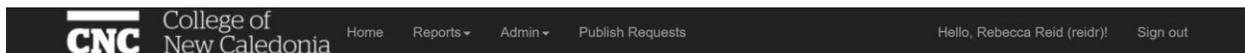
- [CNC Strategic Plan](#)
- [CNC Mandate Letter](#)
- [CNC Educational Plan](#)

STEP 2: Together with your team, develop a maximum of 5 goals for your department or campus to focus on this year. If you'd like ideas for creating meaningful goals here are some links:

- [How to Turn a Strategy Session from Good to Great](#)
- [How to Achieve Your Most Ambitious Goals - Stephen Duneier TEDxTucson](#)
- [Everyone Hates Setting Goals](#)
- [Goal-Setting Collaboration: A How to Guide for Managers & Employees](#)

STEP 3: Log-in to the [CNC Annual Department and Campus Planning Tool](#) using your CNC single sign-on ID & password.

STEP 4: Select "Create New Plan."



Annual Department and Campus Planning

[Create New Plan](#)

My Plans

Department/Campus	Last Updated	Status	Fiscal Year				
Community & Continuing Education	12/18/2019	Draft		View	Edit	Admin	Delete
Procurement and Ancillary Services	09/16/2019	Draft		View	Edit	Admin	Delete
Resource Centres	09/10/2019	Draft		View	Edit	Admin	Delete
Information Technology Services	09/05/2019	Draft		View	Edit	Admin	Delete
Safety and Security	06/07/2019	Draft		View	Edit	Admin	Delete
Communication Services	05/31/2019	Draft		View	Edit	Admin	Delete

STEP 5: Select your department or campus, then "Create new Plan."

Back to Plan List

Department/Campus: Choose...

Create New Plan

STEP 6: Enter your plan details.

- Select the year for which you'll be creating your plan.
- Enter the name of your Executive Team member who will be responsible for approving your plan (if you're unsure contact policy@cnc.bc.ca).
- Enter the name(s) of anyone who will be responsible for editing your plan. *NOTE - you must add yourself as an Editor to add goals to your plan.

Back to Plan List

Department/Campus: Policy & Planning

Last Updated: 5/25/2020

Export: [Print this Plan](#)

Status: Draft For Fiscal Year: 2021-22

Publish Plan For 2021-22

Approvers: Add

Editors: Add

STEP 7: Scroll down and then enter your first goal by selecting "Create New Goal" then "Edit."

Back to Plan List

Department/Campus: Policy & Planning

Last Updated: 5/25/2020

Export: [Print this Plan](#)

Status: Draft For Fiscal Year: 2021-22

Publish Plan For 2021-22

Approvers: Add

Editors: Add

Goal	In Support of	Status
1 New Goal		

Edit Delete

Create New Goal

STEP 8: Fill in the details about your goal.

- Ensure your goal is written in a way that allows the outcome to be measured
- Select which CNC plan your goal supports (see Step 1 above)
- Select the Goal Status: for your initial plan leave these blank.
- Click on the arrow next to “Details” to enter the following details for your goal:
 - Lead
 - Budget
 - Start and End Dates
 - Goal Description
 - Team Members
 - Departments to Engage (e.g. other departments or campuses you will need to work with to achieve your goal)

Back to Plan Overview All Changes Saved

Goal: New Goal

In Support of: Plan Type...
Goal Status: Choose...

Details

Lead: Budget:
Start Date: End Date:
Description:
Team Members: Add... Departments to Engage: Choose... Add

STEP 9: Scroll down and enter targeted goal outcomes, clearly identifying what success looks like (e.g. program applications increased by 10% over 2019/20 totals). Select the “Add New Outcome” button to add multiple outcomes for your goal.

Team Members: Add... Departments to Engage: Choose... Add

Outcomes

	Outcomes / Elements	Measure	Target	Progress	Notes
1					

Add New Outcome Remove

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STEP 10: Select “Back to Plan Overview” to add additional goals. Repeat steps 5 – 7 until you have entered all of your goals.

STEP 11: Once your plan is complete, select “Publish Plan For [Year].” This will send an email your plan Approver prompting them to review your plan. After review, the plan Approver has two options:

1. Approve the plan
2. Request changes to the plan

You will be notified of their decision via an automatic email.

STEP 12: Once your plan has been approved please update your progress on each of your goals. At the end of the fiscal year you will be reminded to submit a final report. Please keep in mind your plan is intended to be a living document, which means that changes, new priorities, or shifting internal/external environments throughout the year should be reflected in your year-end plan. This shifting landscape should also be considered when determining the status of a goal at year-end.

If you have any questions or feedback please feel let us know:

Policy & Planning Department
policy@cnc.bc.ca