

## 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:

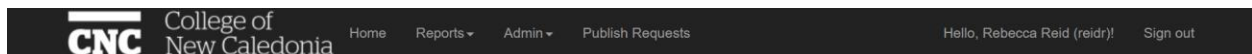
- [CNC Strategic Plan](#)
- [CNC Mandate Letter](#)
- [CNC Educational Plan](#)

**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."

The screenshot shows the top navigation bar of the CNC website with the logo and menu items: Home, Reports, Admin, and Publish Requests. The user is logged in as 'Hello, Rebecca Reid (reidr!)' with a 'Sign out' link. Below the navigation bar, there is a link 'Back to Plan List' and a dropdown menu labeled 'Department/Campus:' with the text 'Choose...'. A 'Create New Plan' button is located below the dropdown menu.

**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](mailto: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.

The screenshot shows the 'Department/Campus: Policy & Planning' page. The top navigation bar is the same as in Step 5. Below the navigation bar, there is a link 'Back to Plan List' and the text 'Department/Campus: Policy & Planning'. The page displays 'Last Updated: 5/25/2020', an 'Export: Print this Plan' link, and 'Status: Draft'. There is a 'For Fiscal Year:' section with a 'Publish Plan For' button and a dropdown menu set to '2021-22'. Below this, there are two input fields for 'Approvers:' and 'Editors:', each with an 'Add' button.

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

The screenshot shows the 'Goal' section of the page. The top navigation bar and the 'Department/Campus: Policy & Planning' header are the same as in Step 6. Below the header, there is a table with the following structure:

Goal	In Support of	Status	
1 New Goal			<a href="#">Edit</a> <a href="#">Delete</a>

Below the table, there is a 'Create New Goal' button.

**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](mailto:policy@cnc.bc.ca)