

Strategic Plan Progress Report

Please use these guidelines for providing an update regarding the progress of the key result area, goals and outcomes of the strategic plan for which your department is responsible.

Key Result Area	
Strategic Goal	
Key Outcome	

A plan of action should always be developed as a standard operating procedure. Developing a plan of action for achieving outcomes provides a clear work strategy for how the deliverables will be met.

Plan of Action	
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Questions to address:

1. What steps have been taken toward the key outcomes (i.e., conducted outreach, distributed informational collateral, booked a trainer, etc)?
2. What is the progress toward the goal (i.e., percentage of outcome met, etc)?
3. What challenges have you encountered in working toward the outcomes?
4. What resources are needed (i.e., informational collateral, interns, support from another department, etc)?
5. How will you address shortfalls?
6. Update on last report (what transpired from the last report?).