



Name

FY18 Work Plan/Goals July 1, 2019 – June 30, 2020

DIRECTIONS:

For each UPDATE, Use the following colors to identify anticipated activities and completed activities.

ANTICIPATED ACTIVITIES

COMPLETED ACTIVITIES

Team Work plan Responsibilities:

1. Create Work plan and populate the above assignments
2. Update work plan at a MINIMUM on the following dates:
 - a. September 15, 2019, December 15, 2019, March 15, 2020, June 15, 2020.
3. Updating work plan requires the following: 1. Populate work that WILL BE DONE, 2. Populate work that HAS BEEN DONE 3. SUMMARIZE all major accomplishments. (Highlights) 4. INCLUDE ANY DATA in your accomplishment summary. *(Example: Upgraded all end of life windows 7 computers by 90% between July 1, 2018 and September 15, 2019)*
4. During 1:1 conversations with Supervisor:
 - a. Provide a copy of the current work plan including discussion points
 - b. Provide a list of other discussion points for clarification and work summaries.
 - c. Other items you feel necessary to discuss.

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GOAL 1

Alignment to College-Wide Goal:			
Division Goal:			
Individual Goal:			
Desired Outcome(s): (What do you want to achieve?)			
<ol style="list-style-type: none"> 1. 2. 3. 			
Budget: (What do you expect to spend to achieve these outcomes?)			
Key Action Quarterly Updates			
<i>July-September</i>	<i>October-December</i>	<i>January-March</i>	<i>April-May</i>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

July 1-January 1 Outcome Reporting:

Insert summary narrative here

January 2-June 30 Outcome Reporting

Insert summary narrative here