

**Appendix D:
Template
Reporting Unit Action Plan
Eastern Kentucky University**

Eastern Kentucky University

Reporting Unit Name

Action Plan

Planning Cycle: 2003-2006

Date of Submission: November 1, 2004

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Executive Summary**

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Description of Reporting Unit**

Members

Mission Statement

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**Reporting Unit:
Goals**

Minimum of 3 goals

- I. Goal 1: Description
- II. Goal 2: Description
- III. Goal 3: Description

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Reporting Unit:
Objectives and Linkages
Evaluation Methods and Results**

Minimum of 3 planning objectives with no budget requests
Objectives with budget requests (no minimum/maximum specified)
Minimum of 3 educational objectives per program

I. Reporting Unit Program Objectives with no Budget Requests

a. **No \$ Planning Objectives**

i. Objective 1: Description

1. Key Performance Indicator(s) (KPIs) & Criterion
2. Results/Observation, Use of Results/Observations, & Follow-up
3. Linkages to EKU goals/strategic directions
4. Linkages to Planning Group strategic directions
5. Linkages to Reporting Unit goals

ii. Objective 2: Description

1. Key Performance Indicator(s) (KPIs) & Criterion
2. Results/Observation, Use of Results/Observations, & Follow-up
3. Linkages to EKU goals/strategic directions
4. Linkages to Planning Group strategic directions
5. Linkages to Reporting Unit goals

iii. Objective 3: Description

1. Key Performance Indicator(s) (KPIs) & Criterion
2. Results/Observation, Use of Results/Observations, & Follow-up
3. Linkages to EKU goals/strategic directions
4. Linkages to Planning Group strategic directions
5. Linkages to Reporting Unit goals

II. Reporting Unit Program Objectives with Budget Requests

a. **\$ Planning Objectives**

i. Objective 1: Description

1. Key Performance Indicator(s) (KPIs) & Criterion
2. Results/Observation, Use of Results/Observations, & Follow-up
3. Linkages to EKU goals/strategic directions
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III. Reporting Unit Educational Learning Program Objectives with no Budget Requests

a. **No \$ Educational Objectives**

b. Related Program Name

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- i. Objective 1: Description
 - 1. Key Performance Indicator(s) (KPIs) & Criterion
 - 2. Results/Observation, Use of Results/Observations, & Follow-up
 - 3. Linkages to EKU goals/strategic directions
 - 4. Linkages to Planning Group strategic directions
 - 5. Linkages to Reporting Unit goals
 - ii. Objective 2: Description
 - 1. Key Performance Indicator(s) (KPIs) & Criterion
 - 2. Results/Observation, Use of Results/Observations, & Follow-up
 - 3. Linkages to EKU goals/strategic directions
 - 4. Linkages to Planning Group strategic directions
 - 5. Linkages to Reporting Unit goals
 - iii. Objective 3: Description
 - 1. Key Performance Indicator(s) (KPIs) & Criterion
 - 2. Results/Observation, Use of Results/Observations, & Follow-up
 - 3. Linkages to EKU goals/strategic directions
 - 4. Linkages to Planning Group strategic directions
 - 5. Linkages to Reporting Unit goals
- c. Related Program Name
- i. Objective 1: Description
 - 1. Key Performance Indicator(s) (KPIs) & Criterion
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 - 5. Linkages to Reporting Unit goals
 - ii. Objective 2: Description
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 - iii. Objective 3: Description
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IV. Reporting Unit Educational Learning Program Objectives with Budget Requests

a. \$ Educational Objectives

b. Related Program Name

i. Objective 1: Description

1. Key Performance Indicator(s) (KPIs) & Criterion
2. Results/Observation, Use of Results/Observations, & Follow-up
3. Linkages to EKU goals/strategic directions
4. Linkages to Planning Group strategic directions
5. Linkages to Reporting Unit goals

Note: If no objectives with budget requests were submitted, it will say: “None submitted for this planning cycle.”

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Environmental Scan

I. External and Internal Trends

II. Strengths of Reporting Unit

III. Areas of Improvement for Reporting Unit

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One-year Budget Request**