INTEGRATED PLANNING

THREE-YEAR PLANNING
FREQUENTLY ASKED QUESTIONS

WHAT IS THREE-YEAR PLANNING?

- Three-Year Plans are plans developed by **program or department leaders**, with **input** from **their team** and **their leader**, designed to **align the priorities** of the college, the program or department, and division for the **upcoming three years**.

WHAT IS THE PURPOSE OF A THREE-YEAR PLAN?

The Three-Year Plan:
- Provides the opportunity to identify **specific, measurable, and achievable goals** for the program or department.
- Helps create a **shared vision** for the program or department.
- Ensures **everyone** in the program or department is working towards the **same goals**.
- Helps the program or department **focus** on the **most important priorities** and **avoid** those that may **not be aligned** with the program or department's **overall vision**.

WHAT DOES A THREE-YEAR PLAN CONTAIN?

The Three-Year Plan contains the following:
- What **goals** the program or department would like to accomplish over the next three years.
- What **steps** the program or department will take to accomplish the goals.
- What **resources** the program or department will need to accomplish the goals.
- How the program or department will measure if the goals are **successful**.

WHAT ARE GOALS?

- Goals are things the program or department would like to **complete** after **three years**.

WHAT MAKES A GOOD THREE-YEAR GOAL?

- Good goals:
    - Align with **OTC's Strategic Plan** and helps **advance the priorities of the college**.
    - **Informed by data** relevant to the program or department.
    - **Aligns with the OTC Cares framework** of being proactive, holistic, data-informed, and student-centered.
    - Are **SMART – S**pecific; **M**easurable; **A**ttainable; **R**esults-driven; and **T**ime-limited.
    - Not just a descriptor of your everyday work but what the program or department **is striving to do**.
    - Answers the question, "When I am looking back at my program or department **after three years, where do I want to be**?"
    - Developed by the **team** and not just the program or department leadership.
    - Engages the program or department Dean or Vice Chancellor in the **development** process.

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WHAT ARE STEPS?

- Steps are **actions** you will take to **accomplish** your goal.

WHAT MAKES A GOOD STEP?

- Good steps:
  - Are more **specific** rather than short and broad.
  - Have an **anticipated start** and **completion date**.
  - **Avoid using acronyms, jargon, or terms** most people outside your program or department would not easily understand.
  - Are developed by the **team** and not just the program or department leadership.
  - Engage the program or department Dean or Vice Chancellor in the **development** process.

WHAT ARE NEW RESOURCE REQUESTS?

- New **budget** requests you need to accomplish your goal.

WHAT MAKES A GOOD NEW RESOURCE REQUEST?

- Good new resource requests:
  - Consider the **current budget climate** of the college.
  - Address **concerns** identified in the Program Review.
  - Consider how the goal will **directly impact** other programs or departments, facilities, and the college overall.
  - Are developed by the **team** and not just the program or department leadership.
  - Engage the program or department Dean or Vice Chancellor in the **development** process.

WHAT ARE THE TYPES OF NEW RESOURCE REQUESTS?

- New Capital Request
  - Request for **construction or renovations of physical spaces**, such as classroom renovations or office remodels.
- New Equipment Request
  - Request for **tangible property with a cost of $1,000 or more**, such as lab or classroom resources.
- New Technology Request
  - Request for information technology **hardware or software**, such as computers or software licenses.
- Ongoing Operational Budget Expansion
  - Request for **increase in operational budget lines**, such as professional development, travel, etc.
- New One-Time Operational Budget Request
  - Request for **temporary and substantial increases** in categories **other than capital, equipment, technology, or personnel**.

- Personnel Request
    - Request for **new full-time faculty or staff** members.
- Existing Personnel Modification/Change
    - Request to **modify or expand current personnel**, such as adding step increases, part-time salary adjustments, etc.
- Perkins/Enhancement Grant Request
    - Request for equipment you believe is eligible for **Perkins or Enhancement Grant** funding.

WHAT DO I NEED TO INCLUDE IN MY RESOURCE REQUEST FOR NEW BUDGET ITEMS?

- All new resource (budget) requests should answer the following questions:
    - What **type of resource** is being requested (capital, equipment, technology, personnel, or one-time request),
    - The **estimated amount** of the request,
    - **What** is being **requested**, and **why it is needed**.
    - The **priority level** of the request.
    - The **estimated ongoing costs** of the request in **subsequent years**.
    - The **impacts** the request have on the **facilities/institution** (e.g., water/electrical/ADA compliance)?

WHAT DO I NEED TO INCLUDE IN MY REQUEST FOR ASSISTANCE FROM OTHER PROGRAMS/DEPARTMENTS?

- What other program or department is **directly affected** by the goal.
- What other program or department will your program or department **need assistance from** to complete your goal.

WHAT IS SUCCESS?

- Success is how goal **progress** will be **measured** and **evaluated** and how the program or department will know if the goal was **successful**.

WHAT MAKES A GOOD SUCCESS MEASURE?

- Good success measures:
    - Are **focused** and **realistic** about what you hope to achieve.
    - Can be **measured** and **verified** in some way.
    - Are developed by the **team** and not just the program or department leadership.
    - Engage the program or department Dean or Vice Chancellor in the **development** process.