



YEAR 2 UPDATE OVERVIEW



REVIEW AND UPDATE YOUR THREE-YEAR PLANS

In Diamond, review each of the Three-Year Plans you created in Year 1. Make any necessary updates to dates, statuses, or wording.



ADD NEW RESOURCE (BUDGET) REQUESTS, IF NEEDED

Add any new resource (budget) requests for Year 2, if needed. If you have a new resource (budget) request that does not fit into any existing Three-Year Plan, you will need to create a new Plan for the remaining two years.



ADD YOUR YEAR 2 UPDATE

For each Three-Year Plan, add an update that includes any processes, challenges, and/or outcomes you have encountered during Year 1.



SUBMIT YEAR 2 UPDATE FOR APPROVAL

Once all necessary Year 2 updates are complete, submit the Three-Year Plan for approval to notify the next approval level (your respective Dean/Vice Chancellor) to review your updates.

On demand and printable resources are available at:

<https://about.otc.edu/iplan/annual-update>

**If you have any questions or need assistance,
please email planning@otc.edu**