**Action Project**

**Institution:** University of St. Francis  
**Submitted:** 2009-02-19  
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**Timeline:**
- Planned project kickoff date: 02-16-2009
- Target completion date: 09-20-2009
- Actual completion date: --

A. Give this Action Project a short title in 10 words or fewer:
Implementation of the Strategic Plan

B. Describe this Action Project's goal in 100 words or fewer:
The goal is to improve communication and streamline the current strategic plan reporting process.

C. Identify the single AQIP Category which the Action Project will most affect or impact:
Primary Category: Planning Continuous Improvement

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:
In the past, the strategic plan has been managed by a strategic planning committee, led by the Provost and VP for Admissions and Enrollment. This required a meeting to be called and everyone involved in the strategic plan to attend and give an update on the progress of their strategic initiatives. This allowed the strategic initiatives of the plan to be updated. Rather than continuing this process, the strategic planning committee recommended that this process be handed off to the Vice Presidents and the President so the process will flow from the natural reporting processes in place. The VPs, Presidents and Deans meeting weekly. The reporting process can be incorporated into the meeting on the third week of every month. This new process makes sense for several reasons: it does not create another meeting to review strategic initiatives; it incorporates this process into a current meeting. Secondly, the Vice Presidents will now be responsible to communicate monthly with their immediate reports and will be aware of all strategic planning projects. It will allow for communication of what is working and is not working and will help the brainstorming process to develop alternative projects as needed. This will also inform the VP’s and President on the progress of strategic plan. The Director of Institutional Effectiveness will compile the updated information at the VP’s meeting.

E. List the organizational areas - institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:
The proposed project will affect/invoke the President, Vice Presidents, Deans, and program directors.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:
This process should enhance the strategic planning process.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):
The target to begin is the February 16th VP Council meeting. Target to complete the project is September 20, 2009. By this time, we should know if this process is working.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:
The Director of Institutional Effectiveness attends the meetings and takes notes. It is her responsibility to bring to the attention of this group if the strategic initiatives are not being met. The President has asked that a report be given to the Board of Trustees at the end of the semester highlighting the accomplishments this past semester. The strategic initiatives do include measurable benchmarks to gauge the progress of the initiatives.
I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

The strategic plan initiatives built in monthly goals to determine if progress is being made toward our goals. This strategic plan takes us to 2011. Beginning in 2010 we will begin doing analysis to develop the 2011-2016 Strategic Plan.

J. Other information (e.g., publicity, sponsor or champion, etc.):

Vice-President for Academic Affairs (Provost)-- Primary Sponsor
Vice-President for Enrollment Services
Vice-President for Administration & Finance
Vice-President for University Advancement
Vice-President for Mission & Ministry
Vice-President for Academic & Information Support Services

K. Project Leader and contact person:

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