

General Timeline for Regular Planning and Reporting

AUG	SEPT	OCT / NOV	DEC	JAN
<p>Annual Planning Begins.</p> <p>Prior year results—including action plus results—are reviewed, calendar distributed, dashboard and relevant data/evidence reviewed, and assignments discussed at regular committee meeting.</p> <p><i>COMMITTEE MEETING REQUIRED</i></p>	<p>Planning at functional unit level underway.</p> <p>Cabinet retreat (planning engaged)</p>	<p>Operational plans DUE from representatives of committee. These plans are to be enacted as dictated from the scope and nature of activity as described in the operational plan (e.g., some plans are short-term, some are multi-year).</p> <p>Reviews begin with all groups and revisions made.</p> <p>Reviews held college wide (NOV)</p> <p><i>COMMITTEE MEETING REQUIRED</i></p>	<p>Final revision and documents completed and posted on Intrinsic.</p>	<p>Copies of plans available to Board of Trustees</p>
FEB	MARCH	APRIL	MAY	JULY
<p>Budget cycle begins.</p> <p>Link planning to budget for following fiscal year as necessary and documented on budget linkage forms during budget hearings.</p> <p><i>BUDGET HEARINGS REQUIRED</i></p>	<p>Budget development and link to planning continues.</p> <p>Review of Master Facilities and Improvement Plan engaged by Cabinet.</p>	<p>Reporting on progress/completion of activities provided to Strategic Planning Committee (electronic submission).</p> <p><i>COMMITTEE MEETING</i></p>	<p>Progress report complied.</p>	<p>Progress report available to Board of Trustees.</p>