

Strategic Planning Online (SPOL)

Quick Start

Planning Process

(for each department/unit goal)



Accessing and Logging into Strategic Planning Online

URL: www.paradisevalley.edu/SPOL



v4.1.3.3

Thursday, September 19, 2013

Strategic Planning Online™
Empower Your Planning Process®

Username:

Password:

Remember Login

Forgot My Password... [CLICK HERE](#)

Budgeting

Assessment

Accreditation

Planning

Empower Your
Planning Process

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STEP 1: Adding a Department/Unit Goal: Entering Planning Unit

STEP 1: Select the Planning Icon

The screenshot displays the Strategic Planning Online (SPOL) web application interface. At the top, the version number 'v4.1.4.1' is on the left, and the date 'Monday, September 23, 2013' is on the right. A search bar is located in the top right. The user is identified as 'John Snelling', Director of Research & Planning at Paradise Valley Community College, with the 'Planning Year' set to '2014-2015'. A navigation menu includes 'My SPOL', 'Planning', 'Budget', 'Resources', 'Reports', 'Support', 'Admin', and 'Log Off'. The main content area features a 'Welcome John Snelling' message and two large circular icons: 'PLANNING' (with a gear icon) and 'BUDGETING' (with a dollar bill icon). The 'PLANNING' icon is highlighted with a red rounded rectangle. Below these icons, there are sections for 'Planning:' and 'Budget:', each containing a 'My Planning Units' link and a 'View' button.

STEP 2: Adding Department/Unit Goal: Creating a New Goal

- STEP 2: Select “Create New Goal”

The screenshot displays the Strategic Planning Online (SPOL) web application interface. At the top, the version number 'v4.1.4.1' is on the left, and the date 'Monday, September 23, 2013' is on the right. A search bar is located in the top right corner. The user's name, 'John Snelling', and title, 'Director of Research & Planning - Paradise Valley Community College', are displayed. The 'Planning Year' is set to '2014-2015'. A navigation menu includes 'My SPOL', 'Planning', 'Budget', 'Resources', 'Reports', 'Support', 'Admin', and 'Log Off'. The main content area is titled 'Welcome to the Planning Homepage' and features several interactive tiles. The 'Create a New Goal' tile is highlighted with a red rectangular box. Other tiles include 'View My Goals', 'View All Goals', 'Search for Goals', 'New Goal Wizard', 'View My Planning Units', 'View All Planning Units', 'Print a Report', and 'Copy Goal Data'. Each tile contains an icon and a brief description of the function.

v4.1.4.1 Monday, September 23, 2013

Search John Snelling
Director of Research & Planning - Paradise Valley Community College

Planning Year: 2014-2015

Impersonate Select a User

My SPOL | Planning | Budget | Resources | Reports | Support | Admin | Log Off

My SPOL > Planning

Welcome to the Planning Homepage

- View My Goals**
View all of your current Goals, or search for a specific Goal and make your necessary updates.
- View All Goals**
View all Goals, or search for a specific Goal and make your necessary updates.
- Search for Goals**
Search Goals according to Planning Unit, Planning Year or Unit Manager.
- Create a New Goal**
Open up a blank Goal page and enter the relevant data to create a new Goal.
- New Goal Wizard**
Follow our easy to use, step-by-step wizard to creating a new Goal.
- View My Planning Units**
View all of your current Planning Units, or search for a specific Planning Unit and make your necessary updates.
- View All Planning Units**
View all Planning Units, or search for a specific Planning Unit and make your necessary updates.
- Print a Report**
Bring up the reporting interface to generate an informative report in minutes.
- Copy Goal Data**
Copy goal data from one planning year to another.

STEP 3: Adding Department/Unit Goal

STEP 3: Enter Department/Unit Goal Title

3.1 – Enter department/unit goal (What are you trying to accomplish? – main idea of the goal, should begin with an action oriented verb)

3.2 – Select College Planning Priorities (Primary only)

3.3 – Select your planning unit (e.g. Business/CIS or Institutional Effectiveness, etc.)

3.4 – Select Department/Unit Goal Status

3.5 – Enter goal description

3.6 – Save your goal

3.1 – Enter your
“Goal Title”

3.2 Select College
Planning Priority

The screenshot shows the SPOL interface for creating a new objective. The page title is "New Action Plan: Department/Unit Goal". The form includes the following fields and options:

- Goal ID:** <NEW>
- Department/Unit Goal Title:** [Text input field]
- ERP ID:** Create On Save
- Planning Unit:** Select a Planning Unit [Dropdown menu]
- Original Planning Year:** 2014-2015 (Current) [Dropdown menu]
- Multi-Year Goal:** Yes No
- College Planning Priorities:** Select an Objective Purpose [Dropdown menu]
- Department/Unit Goal Status:** Select a Status [Dropdown menu]
- Goal Description:** [Rich text editor with Plain Text and HTML options]

A red box highlights the "Log Off" button in the top right corner of the navigation menu.

3.6 – Save goal

STEP 4: Adding Department/Unit Goal Details

STEP 4: Adding Goal Details

Goal Details – completed in previous step

4.1 Connect to Governing Board Outcomes

4.2 Link to other college planning priorities

4.3 Goal strategies/task – see step 5

My SPOL | Planning | Budget | Resources | Reports | Support | Admin | Log Off

My SPOL > Objective Title

Department/Unit Goal Title

Increase support of college-wide implementation of assessment initiatives.

10200 - Institutional Effectiveness
Unit Manager: Snelling, John
Email Unit Manager: john.snelling@paradisevalley.edu

Approval Notes: [icon] Approval Status: [radio buttons]

Note Options [v] Approval Options [v]

Department/Unit Goal Information Detail

Goal ID: 21 Status: 1 - Not Started College Planning Priorities: 1.1 Continuously improve student learning and assessment.

Increase support of college-wide implementation of assessment initiatives.

Add Goal Edit Goal Delete Goal

Planning Years

Planning Year	Start Date	End Date
2014-2015 - (Current)	07/01/2014	06/30/2015

Governing Board Outcomes

University Transfer Education and General Education

Not Used

Click here to add data

College Priorities: Multi-Select

1.1 Continuously improve student learning

1.2 Increase degree/certificate completion

Department/Unit Goal Strategies

Annual dues to continue use of out-of-class assessment module.

Start Date: 09/24/2013	Task Type: Not Set	Priority: 5.0 Task	Budget: \$3,000
Due Date: 09/30/2014	Completion Date:	Status: 1 - Not Started	More >>

Total Objective Budget: \$3,000

STEP 5: Adding Department/Unit Goal Strategy/Task

Step 5: Goal Strategy/Task

Always select "Task" from the drop-down menu.

Strategy/Task

Task Detail Budget Detail Assignment Detail Save Delete Close

Start Date: Not Used
09/24/2013 Select a Type

Date Due: 09/30/2014

Completed Date:

Department/Unit Strategy/Task Status: 5.0 Task

Order: 1

Budget: \$0

Strategy/Task Description:
Send assessment plan template to unit mangers.

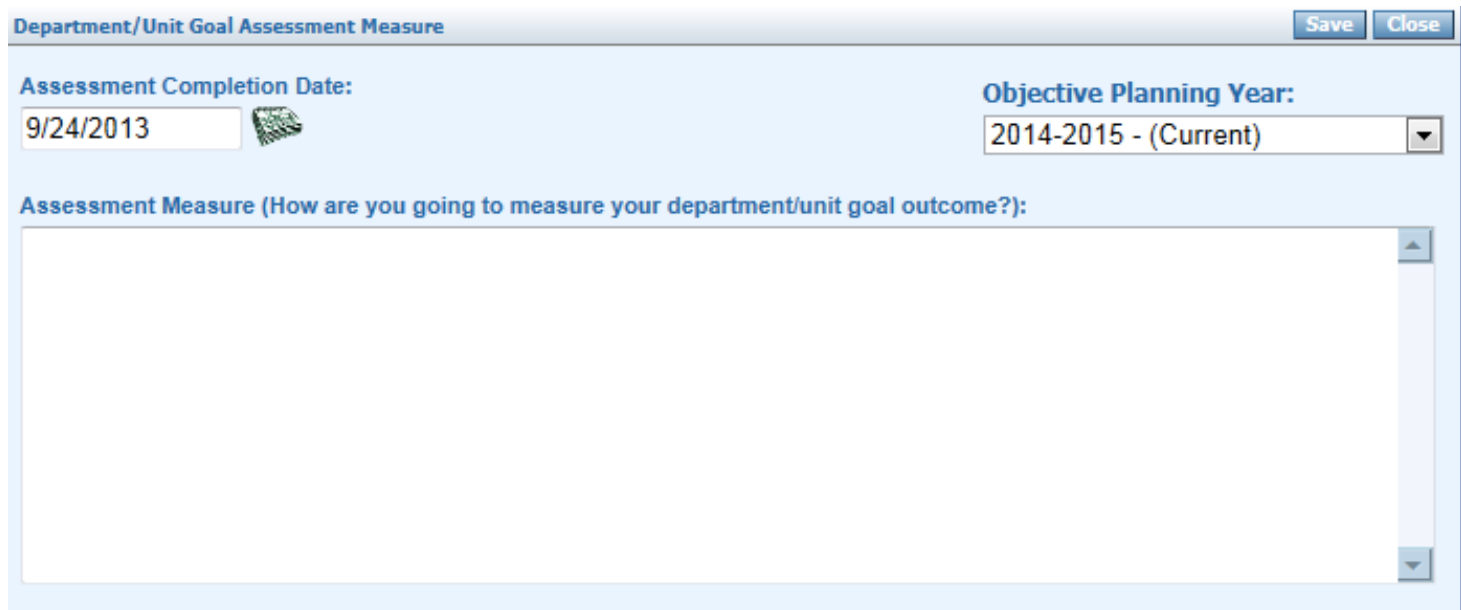
TIP: If you will be requesting a budget item for this goal, develop this strategy to read what it is you are asking for, as it will be helpful and more easy to identify when in the budget module. Justification will be met in the budget module

Remarks
There are no records to display [Click here to add data](#)

Add Remark Edit Remark

STEP 6: Adding Department/Unit Goal Assessment Measure

STEP 6: How are you going to measure your goal for success?



The screenshot shows a web form titled "Department/Unit Goal Assessment Measure" with a "Save" and "Close" button in the top right corner. The form contains the following fields:

- Assessment Completion Date:** A text input field containing "9/24/2013" and a small calendar icon to its right.
- Objective Planning Year:** A dropdown menu currently displaying "2014-2015 - (Current)".
- Assessment Measure (How are you going to measure your department/unit goal outcome?):** A large, empty text area with a vertical scrollbar on the right side.

Budget Details

Budget items can be accessed from multiple locations.

1. From a “strategy/task”

Or

2. Directly from the Budget Module