

University Strategic Planning Process Timeline

Month	Objective	Input	Process	Output
Sept (current financial year)	To issue the annual QU SP report by the OIPD	All units annual SP progress reports (covering the concluded); University benchmark and baseline data reference	OIPD team collects KPI's performance based on unit reports; OIPD conducts a University level gap analysis of the KPI's; OIPD submits a report on achievements including gaps and recommendations to the Four Working Groups	Annual QU SP report
Oct (current financial year)	To prepare the Four Groups' annual report on QU SP achievements	OIPD gap analysis report; QU SP	The Four Groups discuss the OIPD gap analysis reports, prepare their recommendations in a single report; send the report to the IEC	Four Groups report
Oct (current financial year)	To prepare the annual SP progress report as part of the IEC's annual report	Four Groups report	IEC prepares the SP part of the IEC's annual report on institutional effectiveness at QU as a whole, and sends it to the EMC	SP part of the IEC's annual report on institutional effectiveness at QU
Nov (current financial year)	To review the SP part of the IEC report and to provide recommendations on Budgeting	SP year part of the IEC's annual report on institutional effectiveness at QU	The EMC discusses the SP part of IEC report; recommends budget enhancement funds from current year's budget; recommends considerations for next year's budget (knowing that this budget is under preparation during this time); provides directions to the Budget Committee	EMC recommended revisions to the SP, budget enhancements from current year's budget; recommendations toward next year's budget (submitted to the budget committee)
Nov-Jan (current financial year)	To submit the SP part of the IEC report to the BOR	SP part of the IEC's annual report on institutional effectiveness at QU	The EMC discusses the SP part of IEC report; recommends SP revision based on approved budget proposal; submits to the President the IEC report so that to be presented to the BOR	The reviewed IEC annual report on SP performance, including input from the BOR
Feb (current financial year)	To issue the 1st SP interim progress report	Action plans gap conducted by units by end of Dec	OIPD fetch the report and communicate it to the VP's; OIPD request feedback from units on the status of their plans	1st SP interim progress report
Feb (current financial year)	To reflect outcomes from last year's SP assessment into this year's decision making	EMC recommended budget enhancements from current year's budget; recommendations toward next year's budget; the reviewed IEC annual report on SP performance	President gives directions to the Budget Committee to capture enhancement requests based on last year's SP assessment and BOR's decisions	BOR decision on the SP summary progress report; Budget Committee accounting for enhancement requests in next year's budget planning; Budget Committee allocates funds from current year's strategic fund to viable enhancement requests
June-July (new financial year)	To issue the 2nd SP interim progress report	Action plans gap conducted by units by end of June	OIPD fetch the report and communicate it to the VP's; OIPD request feedback from units on the status of their plans	2 nd SP interim progress report
July-Sept (new financial year)	To collect data on the performance towards the University KPI's	Reported performance by all units in SPOL	OIPD work with all units on gathering data and discussing any issue with them; prepare a preliminary performance sheet	KPI's performance update