

2020-2021 Administrative Assessment Report

The name of your office/unit:

WHAT IS THE MISSION OF YOUR OFFICE/UNIT?

The mission of...

IMPROVEMENT INITIATIVE #1	IMPROVEMENT INITIATIVE #2	IMPROVEMENT INITIATIVE #3
<p>1. Identify one of the initiatives you completed that yielded improvement in your area</p>	<p>1. Identify a second initiative you completed that yielded improvement in your area</p>	<p>1. Identify a third initiative you completed that yielded improvement in your area</p>
<p>An initiative we completed was....<i>(look at the action plans from your 2019-2020 reports for inspiration)</i></p>	<p>An initiative we completed was.... <i>(look at the action plans from your 2019-2020 reports for inspiration)</i></p>	<p>An initiative we completed was.... <i>(look at the action plans from your 2019-2020 reports for inspiration)</i></p>
<p>2. What facts/data did you gather to determine this initiative was important to pursue?</p>	<p>2. What facts/data did you gather to determine this initiative was important to pursue?</p>	<p>2. What facts/data did you gather to determine this initiative was important to pursue?</p>
<p>This initiative is important to pursue because the information/data we gathered/collected showed <i>(share what insight you gathered that you should do this)</i> ... We gathered this information/data from the following source(s):</p>	<p>This initiative is important to pursue because the information/data we gathered/collected showed <i>(share what insight you gathered that you should do this)</i> ... We gathered this information/data from the following source(s):</p>	<p>This initiative is important to pursue because the information/data we gathered/collected showed <i>(share what insight you gathered that you should do this)</i> ... We gathered this information/data from the following source(s):</p>

<p>3. How does this initiative align with your area/office's mission?</p>	<p>3. How does this initiative align with your area/office's mission?</p>	<p>3. How does this initiative align with your area/office's mission?</p>
<p>The initiative helped us better achieve our mission by...</p>	<p>The initiative helped us better achieve our mission by...</p>	<p>The initiative helped us better achieve our mission by...</p>
<p>4. How did you go about completing this initiative?</p>	<p>4. How did you go about completing this initiative?</p>	<p>4. How did you go about completing this initiative?</p>
<p>The particular plan/method we implemented to achieve this initiative was that we <i>(share what you put in place to make this work)</i>....</p>	<p>The particular plan/method we implemented to achieve this initiative was that we <i>(share what you put in place to make this work)</i>....</p>	<p>The particular plan/method we implemented to achieve this initiative was that we <i>(share what you put in place to make this work)</i>....</p>
<p>5. How did implementing the plan/method you described meet your expectations?</p>	<p>5. How did implementing the plan/method you described meet your expectations?</p>	<p>5. How did implementing the plan/method you described meet your expectations?</p>
<p>Specifically, we were expecting that implementing the plan would <i>(quantify how much change you wanted to see)</i>...</p> <p>After implementing our plan, our expectations were <i>(met/not met)</i> in the following way:</p>	<p>Specifically, we were expecting that implementing the plan would <i>(quantify how much change you wanted to see)</i>...</p> <p>After implementing our plan, our expectations were <i>(met/not met)</i> in the following way:</p>	<p>Specifically, we were expecting that implementing the plan would <i>(quantify how much change you wanted to see)</i>...</p> <p>After implementing our plan, our expectations were <i>(met/not met)</i> in the following way:</p>

6. What success/challenges (anticipated and/or surprised) did you encounter when implementing the plan?	6. What success/challenges (anticipated and/or surprised) did you encounter when implementing the plan?	6. What success/challenges (anticipated and/or surprised) did you encounter when implementing the plan?
<p>Successes we faced while implementing our plan were...</p> <p>Challenges we faced while implementing our plan were...</p>	<p>Successes we faced while implementing our plan were...</p> <p>Challenges we faced while implementing our plan were...</p>	<p>Successes we faced while implementing our plan were...</p> <p>Challenges we faced while implementing our plan were...</p>
7. What new budgetary allocation(s) or existing reallocation(s) were made to pursue this improvement initiative?	7. What new budgetary allocation(s) or existing reallocation(s) were made to pursue this improvement initiative?	7. What new budgetary allocation(s) or existing reallocation(s) were made to pursue this improvement initiative?
<p>The fiscal allocation(s)/reallocation(s) made to pursue this improvement initiative totaled...</p>	<p>The fiscal allocation(s)/reallocation(s) made to pursue this improvement initiative totaled...</p>	<p>The fiscal allocation(s)/reallocation(s) made to pursue this improvement initiative totaled...</p>
8. How do the results from your improvement initiative inform your future areas of focus?	8. How do the results from your improvement initiative inform your future areas of focus?	8. How do the results from your improvement initiative inform your future areas of focus?
<p>Based on what we learned, next year we will...</p> <p>This is important because...</p>	<p>Based on what we learned, next year we will...</p> <p>This is important because...</p>	<p>Based on what we learned, next year we will...</p> <p>This is important because...</p>