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| --- | --- |
| *Administrator* Click here to enter text. *School Year(s)* Click here to enter text.  *Position:* Click here to enter text. *Office* Click here to enter text. | |
| Vision |  |
| Mission |  |
| Goals |  |
| Strategies/Outcomes |  |
| Action Plans |  |

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| **Department/Office Overview/Narrative**  *Provide a brief account of the main functions supported by the department or office. This will become your budget description for FY 2014.*  <INSERT HERE>  *Suggestion: To get started you may want to refer to your department/office descriptions in the FY \_\_\_ Budget and on the APS website.* [Search **overview** on the Web](http://ask.reference.com/web?q=overview&o=102284) |
| **List of major services provided by the department/office**  *This expands upon the overview by listing the services provided by the office or department.*  <INSERT HERE> |
| **Prior Year’s Accomplishments**  *Note the achievements that the department or office made during the previous school year.*  <INSERT HERE> |
| **Priorities for Current Year**  *List the major projects that the department or office plans to address during the current year. If this is repetitive, do not list priorities. This may be more appropriate for Department Plans instead of Office Plans.*  <INSERT HERE> |

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| SMART Goal 1: <INSERT HERE>  *Define a SMART goal that will focus the work of the department or office during the current school year and into the future. SMART goals are Strategic or Specific, Measurable, Attainable, Relevant and Realistic, and Time-bound. The SMART goal should be defined so it can become a performance measure in the budget.*  Rationale: <INSERT HERE>   * *Describe why the department/office is working on the SMART goal.* * *Include data sources and the data collection process.* * *If this is new and data does not exist, make it clear that this process will establish baseline results.* * *Identify if the SMART goals relates to goals and objective for APS (strategic plan, budget priorities, etc.), state or federal requirements, or other guidelines (consider noting benchmarks or best practices identified by professional associations like National School Public Relations Association, National Institute of Government Purchasing, etc.)* * *Note any significant actions that will be taken to achieve the goal.*   Evidence: <INSERT HERE>  *Summarize how the SMART goal will be measured, or the evidence you’ll use to demonstrate progress on or completion of the SMART goal. In some cases, the SMART are the same as a performance measure and can be measured periodically to gauge on-going improvement.*  Who is Responsible for this Work: <INSERT HERE>  Action Plan: <INSERT HERE> |
| SMART Goal 2: <INSERT HERE>  Rationale: <INSERT HERE>  Evidence: <INSERT HERE>  Who is Responsible for this Work: <INSERT HERE>  Action Plan: <INSERT HERE> |
| SMART Goal 3: <INSERT HERE>  Rationale: <INSERT HERE>  Evidence: <INSERT HERE>  Who is Responsible for this Work: <INSERT HERE>  Action Plan: <INSERT HERE> |

***Notes on process:***

1. Departments can choose to prepare either
   1. a single department plan OR
   2. a department plan that is a compilation of office plans.
2. The overview/narrative should be the same information that is reported in the budget.
3. It is acceptable to use a process improvement project to frame a SMART goal.
4. Every plan should include how the department/office addresses Strategic Plan Goal 5, The Whole Child (e.g., through indicators related to cultural competence, developmental assets, or satisfaction surveys (Community or Site-based), either as a standalone SMART goal OR within a broader SMART goal.
5. Your department’s SMART Goals should reflect alignment with at least two of the division’s strategic plan goal areas.
6. When possible, reporting cycles need to allow for
   1. Showing progress at mid-year review and at the end of the school year,
   2. Showing progress in the APS budget.

For data gathering that occurs regularly (daily, monthly, etc.), consider reporting monthly or by quarter for more flexibility in reporting.

1. Use your data. If you already monitor data from your work, use that information to address a SMART goal.

Administrator’s Signature\*: Date:

\*Signifies that the administrator has read and received this report

Evaluator’s Signature: Date:

Evaluator’s Name: Click here to enter text.