

**Charting the Future
Work plan
Quarterly reporting template**

November 10, 2015

DRAFT



Charting the Future work plan quarterly reports

The purpose of the quarterly reports

- Provide updates to board, Leadership Council, students, faculty, and staff on initiative progress
- Provide opportunities to revise/update initiative tasks and milestones
- Identify issues to be considered or resolved

Quarterly report timing

- FY2016 – complete reporting three times: January, April, June
- Reports will be provided to the board; presidents will share on campus; Coordinating Committee members will share with constituents; posted to the CTF blog

Board of Trustee study sessions: January and June 2016



CHARTING THE FUTURE
FOR A PROSPEROUS MINNESOTA

Report contents:

Initiative Overview	<ul style="list-style-type: none"> • Initiative title • Initiative lead
Initiative Status <i>To be determined by lead</i>	<ul style="list-style-type: none"> ○ Not started ◐ Initial progress made (25%) ◑ Reached project mid-point (50%) ◒ Project near completion (75%) ● FY 16 project tasks completed (100%) ⦿ Project paused
Status Summary	<ul style="list-style-type: none"> • Highlight tasks and milestones accomplished that quarter • Highlight tasks and milestones planned for next quarter • Issues/concerns identified
Campus Efforts	<ul style="list-style-type: none"> • Highlight specific campus efforts (if applicable) to illustrate implementation efforts

