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**Department:: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning and Reporting Year: \_\_\_\_ - \_\_\_\_**

**Part 1: Plan** (to be completed by month/date)

**MISSION**

Provide the department mission/purpose statements.

**GOALS**

What are the department goals for this year?

Provide context for the choice of these goals, e.g. never measured before, response to survey findings, etc., If assessed previously, were changes made and this is a follow-up cycle? Are you trending data?

**ASSESSMENT**

How will the above goals be measured? (When, where, with what tools, etc.,)

**Part 2: Report** (to be completed by month/date)

**ASSESSMENT ACTIVITIES**

Describe the goal, measure and summarize findings.

Share conclusions and next steps.

**POTENTIAL ASSESSMENT AREAS NEXT YEAR**

Do the above findings suggest needed follow-up? Do they suggest deeper questioning? Are results satisfactory and will a new topic/area be explored? (Statements here are not commitments to next year’s measures but provide some context for planning and discussing unit performance.)