

**El Camino College/Compton Center
Staff Development Office**

Link to Plan Builder Manual

<http://www.elcamino.edu/administration/staffdev/training.asp>

Steps to Consider in Developing a Program Plan

1. Rollover 2011-12 plan to 2012-13

See page 4 PB Manual

2. Select your planning team (Plan Team)

See page 6 PB Manual

3. Review rollover plan, delete any goals and objectives that no longer apply

4. Enter new goals, objectives

Reminder - Select a Strategic goal (list attached), you can cut and paste.
Write evaluation for goal. (Example attached SMART Goal)

5. Write objectives - steps and resources needed to accomplish the goal.

6. Have planning team "Sign Off on a Plan" before you submit your plan

Tab for "Sign Off on a Plan" is located on the Home Page- Welcome to
Online Planning

Dates to remember

December 31, 2011 - 2012-13 plans due

January 31, 2012 - first status report for 2011-12 due (instructions attached)

Assistance

As I mention, it is easy to provide assistance over the phone - Please contact me at Ext 3871 (310.660-3593, Ext 3871)