Purpose of this worksheet: To document annual plans so the annual plans are ready to input into Nuventive. For internal use only within the division to help with brainstorming and internal discussions. These completed worksheets do not need to be submitted to IRP. *Please refer to the Annual Planning Guide for more detailed guidance for developing goals, metrics, actions, and resources.*

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|  **Goal Title** | **Goal Description** | **Metric** | Actions(optional for Divisions) |
| *A short distinct one-line summary to identify this goal.* | *A goal is a statement that describes the change needed beyond the status quo for greater efficiency, effectiveness, and impact. Goal statements may start with verbs such as: improve, increase, enhance, strengthen, grow, etc.* | *How will we know when the goal has been achieved? (either a quantitative indicator and target or a qualitative accomplishment statement)* | *Actions are tasks to complete in order to achieve an objective (e.g., update procedures, create templates, protocols, guides, fundraise, develop training, etc.). One goal can have one or more than one action, although no more than three actions are recommended.*  |
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| Resources(optional for Divisions) | Goal Title | Action | Rationale | Funding category | Estimated cost per category | Does this funding request address a risk? |
| *Describe the resources needed to complete the actions and achieve the goals of the division/unit.* *(e.g., staff with specialized skills, access to software or equipment)*  | *Goal of the division that this resource will support* | *Action that this resource will help complete.* | *How will the resource support the goals of the division?* | *Which category most closely describes this resource request?*1. *staffing,*
2. *technology/software,*
3. *instructional equipment,*
4. *non-instructional equipment,*
5. *furniture,*
6. *facilities, and*
7. *contracts, services, memberships, travel and conferences*
 | *List $ dollar amount needed above and beyond current budget allocations* | *YES or NO?**The budget request(s) is fully and directly related to eliminating, preventing or reducing** *a known condition likely to result in harm, injury, illness, exposure, loss of life or destruction of property (health/safety risk)*
* *the likelihood of a lawsuit, fine, citation or reputational damage against the District (liability risk)*
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