

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

Link to Plan Builder Manual

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

Steps to Consider in Developing a Program Plan

1. Rollover 2012-13 plan to 2013-14 (buff handout)

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. Check to make sure that remaining goals conform to new format. See # 4

4. Enter new goals, evaluations, and objectives (white handout-PB checklist)

Reminder - Select a Strategic goal (list attached), you can cut and paste. Write evaluation for goal. (See Plan Builder Checklist)

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, 2012 - 2013-14 plans due

January 31, 2013 - first status report for 2012-13 due (instructions attached)

Assistance

Assistance by phone - Please contact Donna at Ext 3871 (310.660-3593, Ext 3871)