UMB 2022 – 2026 Strategic Plan

Implementation Guidance

Progress Reporting

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Session Objectives

Review	Provide	Explain
Strategic Planning Implementation: Components completed to date	Guidance for completing the semi-annual progress report and its components	UMB Strategic Plan Progress Reporting Timeline

UNIVERSITY of MARYLAND BALTIMORE

UMB STRATEGIC PLAN

2022-2026

UMB Strategic Plan Components

THEME – A major area of focus for the University influenced by our mission, vision, and core values.

--Developed at the University Level--

STRATEGIC OBJECTIVE – A long-term organizational goal that puts a theme into context and brings it into sharper focus

--Developed at the University Level--

STRATEGIC OUTCOMES - The results the University expects to realize if it is successful in pursuing the strategic objectives.

--Developed at the University Level--

GOALS (SMART) – Strategies, approaches, milestones, or actions developed in plans by schools and administrative units to achieve the objective and outcomes

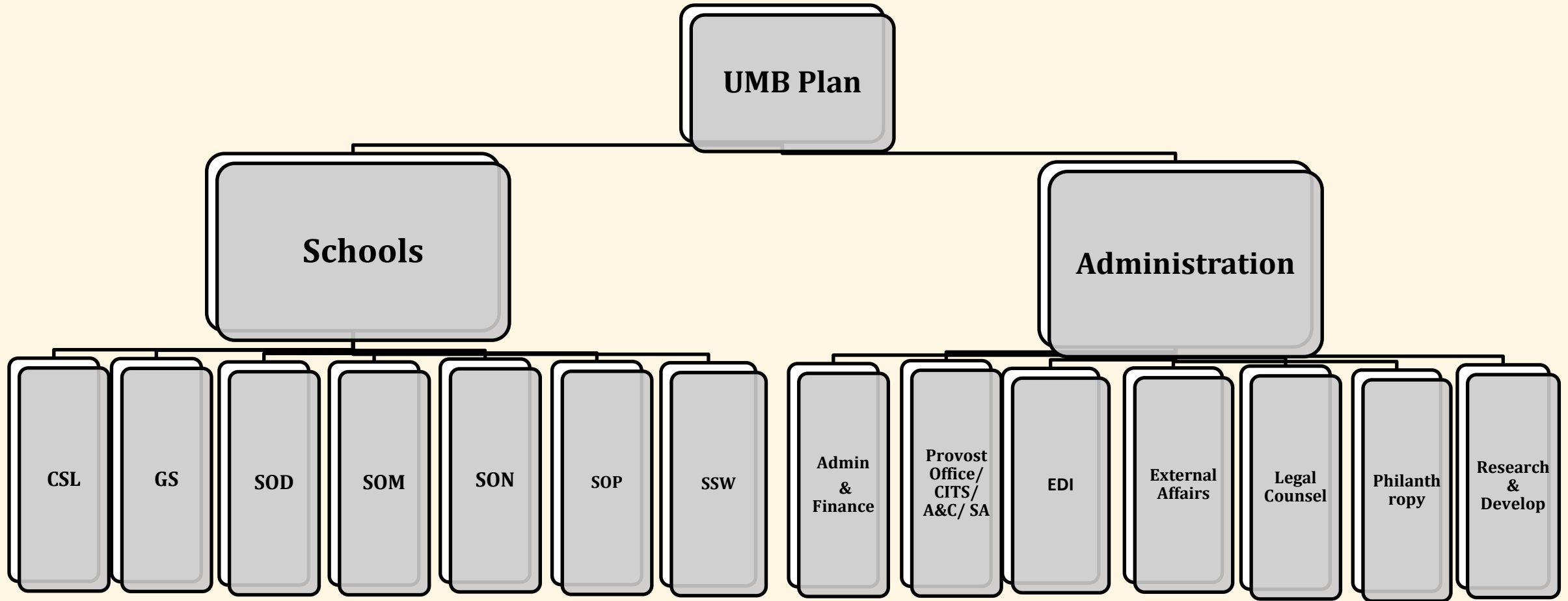*--Developed at the School/Unit Levels--*

UMB Strategic Plan Components

Themes

1. Accountability and Integration of Core Values
2. Student Growth and Success
3. University Culture, Engagement, and Belonging
4. Innovation and Reimagination
5. Community Partnership and Collaboration
6. Global Engagement and Education

UMB Strategic Plan Primary Units

General Guidance for SMART-Goal Writing

- Outcome-driven statement
- **S =** Specific; **M =** Measurable; **A =** Attainable; **R =** Realistic; and **T =** Timebound
- Assumes SMART goal completion date = Plan end date or June 30, 2026
- At least one measurable (quantitative) metric required
- See IESPA *Resources* for guidance on SMART goal-writing at https://www.umaryland.edu/iespa/strategic-planning/strategic-plan-implementation/

The Annual Implementation Plan (AIP)

- Required at the start of each fiscal year
  - Provide at least one activity to advance the goal to be completed by fiscal year-end,
    - Identify activities to occur in FY23 [July 1, 2022 through June 30, 2023]
  - There are no limits to the number of initiatives or activities associated with a strategic goal that can be pursued during the year;
    - Tasks should be clearly-written (consider SMART format),
    - No IESPA technical review planned for AIPs; However, senior leaders will have the ability to view the AIPs;
    - Approver to acknowledge *Review* of planned activities on behalf of Unit when AIP created by the Contributor.

Implementation Completion Phases in the SPIMS*

- Unit access rights to the SPIMS established;
- Unit enters aligned plans by Theme and Outcome into the SPIMS;
  - Unit Approver reviews goals and submits to IESPA for review
  - Each goal description in Primary Plan evaluated for SMART format (Note: M = recorded in separate field; T = Five [5] years)
- Unit determines risk assessment for each Strategic Goal in Plan for current FY22;
- Unit enters FY23 AIP(s) for each Strategic Goal in SPIMS
- Unit reviews and updates, if necessary, risk assessment level for FY23
- **Unit updates progress through December 31, 2022**

*Strategic Plan Implementation Management System

Strategic Plan Goals in SPIMS

Goal Status/Type	#
Approved Goals with Risks defined	214
Approved Goals without Risks defined	19
Pending Review	5
Changes Needed	11
In Progress	3
Total Active Goals	**252**

As of October 10, 2022

Annual Implementation Plans in SPIMS

AIP Status	#
Approved Goals have a total of 177 Annual Plans	142
of these 177 Annual Plans are Reviewed	128
of the 177 Annual Plans are Pending Review	49
Approved Goals do not have Annual Plans	91
Unapproved Goals do not have Annual Plans	19

As of October 10, 2022

SPIMS Requirements for Progress Reporting

- Goal Progress CANNOT be completed without a Goal AIP for FY23

  – If no activity is planned for FY23, an AIP must be created nonetheless with the following statement:

<div style="text-align: center; color: #b22222; font-weight: bold;">

"NO TASKS PLANNED FOR FY23"

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Progress Reporting Components

- Components to complete
  - Progress Completion Update (%)
  - Progress /Status Explanation as of period end
  - Progress measurement update on quantitative metric(s)
  - Risk review opportunity
  - Evidence (one file upload)

Strategic SMART Goal

Unit: Center for Information Technology Services

Theme 4: Innovation and Reimagination

Outcome 2: UMB promotes the use of applicable new technologies and data-driven analytics, promoting student success, groundbreaking discoveries, employee productivity, and administrative effectiveness.

Goal: Expand and promote the UMB Data Analytics program to allow for the analysis of data within and across institutional data sources so it can help advance UMB reporting in such strategic areas as finance and resource allocation, student success, human resources, facilities and building maintenance, philanthropy, etc.

Strategic SMART Goal

<u>Progress Measurement Criteria</u>:

Assessment of reports used for decision-making. - Assessment of report utilization. - Number of reports generated within an institutional data source using data analytics. - Number of reports generated across institutional data sources using data analytics. - Number of reports using predictive analytics. - Number of summary reports showing key indicators in a contemporary presentation format, e.g., dashboard format. - Number of individuals trained and using the supported data analytics platform and tools.

Reporting Components Explained

- Progress Completion Update – Indications of Goal Progress
  - Not yet started (0%)
  - Preliminarily Underway (1%-24%)
  - Substantially Underway (25%-49%)
  - Significant Progress (50%-74%)
  - Nearing Completion (75%-99%)
  - Completed/Milestone Achieved (100%)
  - Cancelled (0%)
  - Progress not reported

Progress Reporting Requirements

- Status Explanation (for strategic goal) as of period close
  - Narrative response containing highlights of Period 1 or 2 progress.
    - Yes or no responses to milestone achievements are generally covered in the narrative response

<u>Example progress narrative statement</u>

"During 2022, the analytics unit expanded to provided reporting on student data, equity, diversity and inclusion (EDI), and Philanthropy. We hired additional personnel. EDI reporting is new in analytics, and now we are providing senior leadership with more information about their personnel, retention rates, hiring trends, etc."

Progress Reporting Criteria

- Provide beginning value (quantitative) for this first report only.
  - Note: Data analysis will be conducted on this field in subsequent reports to indicate change.

Metric #*	Metric Description	Beginning Value	Value Type ($, %, I)
1	Number of Reports Generated Using data analytics	200	I
2	Number of Reports using Predictive Analytics	0	I
3	Number of KPIs using dashboard format	0	I
4	Number of Users Trained	600	I

Period-End Progress Update

Metric # *	Metric Description	Beginning Value	Period 1 Update	% Change *
1	Number of Reports Generated Using data analytics	200	220	10%
2	Number of Reports using Predictive Analytics	0	5	
3	Number of KPIs using dashboard format	0	12	
4	Number of Users Trained	600	650	

*IESPA-generated

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Progress Reporting in SPIMS Facts

- SPIMS accommodates an unlimited number of quantitative metrics for each goal

- Reporting on measures will occur semi-annually;
  - Period 1 (as of December 31)
  - Period 2 (as of June 30)

- New metrics can be added in subsequent periods

- Percentage change functionality is under development

- Evidence upload limited to one file per AIP

The Risk Assessment Review

- Risk management review integrates with strategic plan reporting

- See May 20/23, 2022, guidance on completing the risk assessment review when asked to report

- Managed by the Office of Enterprise Risk Management

The Strategic Planning Implementation Management System (SPIMS)

Updating Goal Progress

How to Update a Goal's Progress?

STEP-BY-STEP GUIDANCE TO FOLLOW ONCE

SPIMS TESTING IS COMPLETED

Implementation and Reporting

Periodic Campus Reporting:

- The Provost Office will provide updates (The UMB Dashboard) periodically
- Communicate successes and challenges to internal and external constituencies.

Strategic Plan Implementation Timeline and Deliverables

UMB Strategic Plan Implementation Timeline

Period 1: July 1, 2022 to December 31, 2022	Date
SPIMS Opens for Period 1 Progress Reporting	11/1/2022
Semi-annual Progress Report due	1/15/2023
Progress Reporting Period Closes	1/31/2023
Period 2: January 1, 2023 to June 30, 2023	
SPIMS Opens for Progress Reporting	4/15/2023
Year-end Progress Report Due	7/15/2023
FY24 AIP Due	7/15/2023
FY24 Risk Assessment Due	7/15/2023
Progress Reporting Period Closes	7/31/2023

Q&A

For More Information

Office of Institutional Effectiveness, Strategic Planning, and Assessment

www.umaryland.edu/iespa

UMB 2022 – 2026 Strategic Plan

www.umaryland.edu/about-umb/strategic-plan

Enterprise Risk Management

https://www.umaryland.edu/about-umb/offices/enterprise-risk-management/