University of Cincinnati
Comprehensive Academic Planning Process
Action Team Task List and Timeline
3/29/04

Purpose
This document outlines the components of the Action Team reports that will be completed by the April 20th Town Hall meeting.

Vision
A clear description of what will be different or better 5 years from now as a result of UC’s work in the chosen area.

Current State Barriers and Enablers
1. A clear description of the current state as it relates to the vision. The purpose is to identify the “gap” between the current state and the future vision.
2. Perceived barriers to reaching the vision.
3. Perceived enablers that support the vision.
4. Brief descriptions of how the group recommends overcoming these barriers and leveraging these enablers (note: this will be used in developing the initiatives and action plans later).

Key Strategies
1. Descriptions of the key strategies (1-3) to move to the vision.
2. A description of how the enablers are used.
3. A description of how barriers are overcome.
4. A brief description of the expected outcomes of acting on these strategies (this is a high level description—more detail will come out in assessment, benchmarking and accountability).

Action Steps
Action steps to reach the vision through the strategies and initiatives, including:
- Who needs to commit to this?
- Who needs to be involved?
  - What stakeholder groups need to be included?
- What other resources are needed?
- Who will be responsible for what activities?
- What is the timeline from start to positive impact?
- What funding mechanisms should be used?
- What is the expected economic benefit, if any, to the University?

Assessment and Accountability
1. How can the positive impacts of this plan be measured?
2. What benchmarks can be used to compare impact or effectiveness with other efforts around the country?
3. How will stakeholders know if this is a successful endeavor?