

**DEPARTMENT:**

**MISSION:**

<b>Goal</b>	<b>Objective</b>	<b>Person Responsible</b>	<b>Strategies to meet Objective</b>	<b>Measure</b>	<b>Findings</b>	<b>Action Plan</b>
<b>(LONG-TERM GOAL-constant, general)</b>	(OBJECTIVES--specific, measurable, duration specific, short-term)	(The person responsible for assessing objective)	(How do you plan to meet this objective?)	(How will you measure this...surveys, records, etc )	(What did you find?)	(How will you use this information? What must you do to increase effectiveness? What are the next steps in the process?)



**Signature of Department Head:**

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**Date:** \_\_\_\_\_

**Signature of Reviewer:**

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**Date** \_\_\_\_\_

**Reviewer Comments:**

**Signature of Department Head:**

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**Date:** \_\_\_\_\_

**Signature of Reviewer:**

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**Date** \_\_\_\_\_

**Reviewer Comments:**





