

a flexible deadline

> Planning documents should be viewed as living documents.

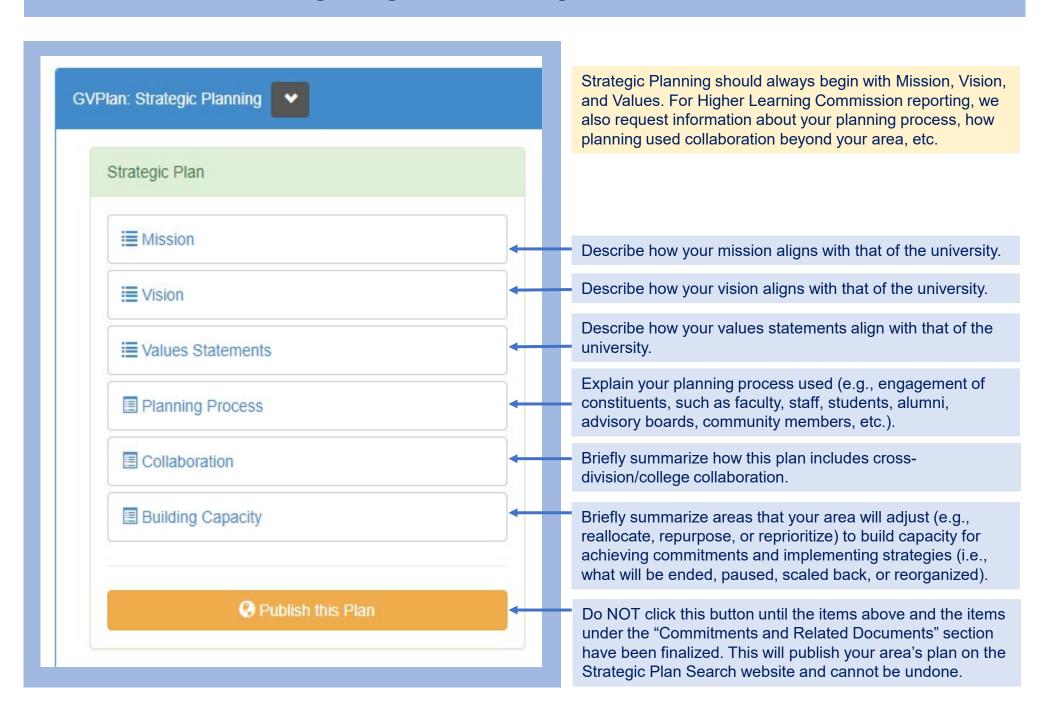
GVPlan Quick Guide for Reach Higher 2025 Strategic Planning

This document is a primer on how to navigate the re-designed GVPlan user interface for Strategic Planning efforts revolving around Reach Higher 2025. Additional guides will be available as more updates are made to the system.

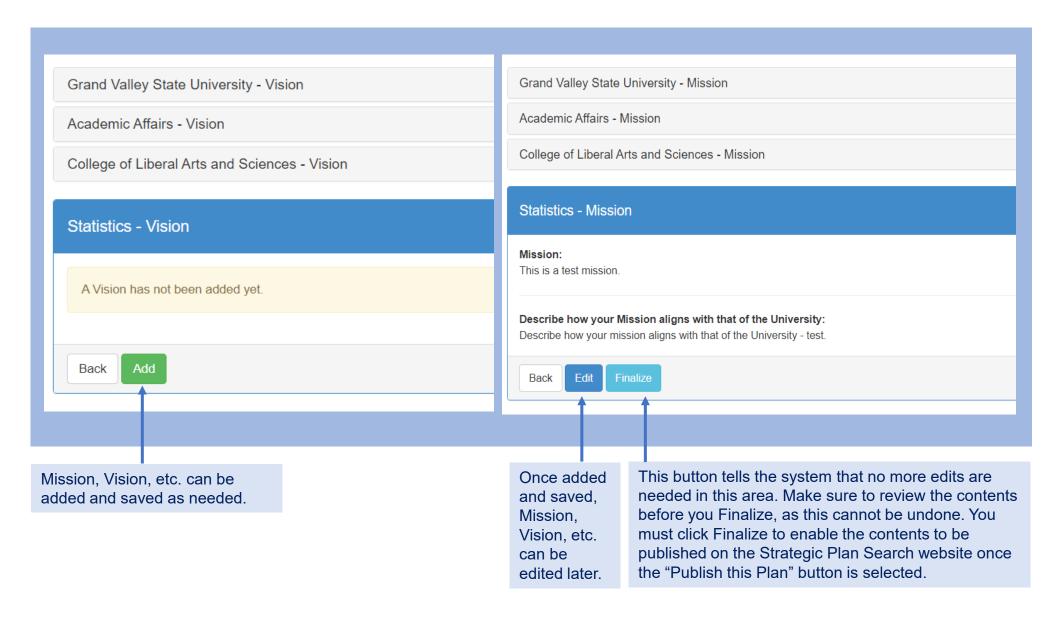
Reach Higher 2025 Strategic Planning Expectations

>	Each division should have an enterprise plan that addresses strategies for how it will: Contribute to the Reach Higher 2025 Commitments; Advance the focal point Key Performance Indicators (KPIs); and Support or enable parallel planning priorities (i.e., racial equity and inclusion, enrollment planning, digital roadmap).
>	Divisions are encouraged to limit the number of strategies for central reporting and to provide focus, efficient measurement, and regular reporting.
>	Reporting will be expected twice per year. The first reporting cycle will be Fall 2023 (October 2, 2023), then reporting will be requested annually in April and October. Additional strategies may be tracked/reported at the division level.
>	Additional plans may be developed at the college, unit, or department level and should be coordinated and aligned with the division plans.
	Division planning is ongoing through the two expected reporting periods each year. College and unit planning documents have

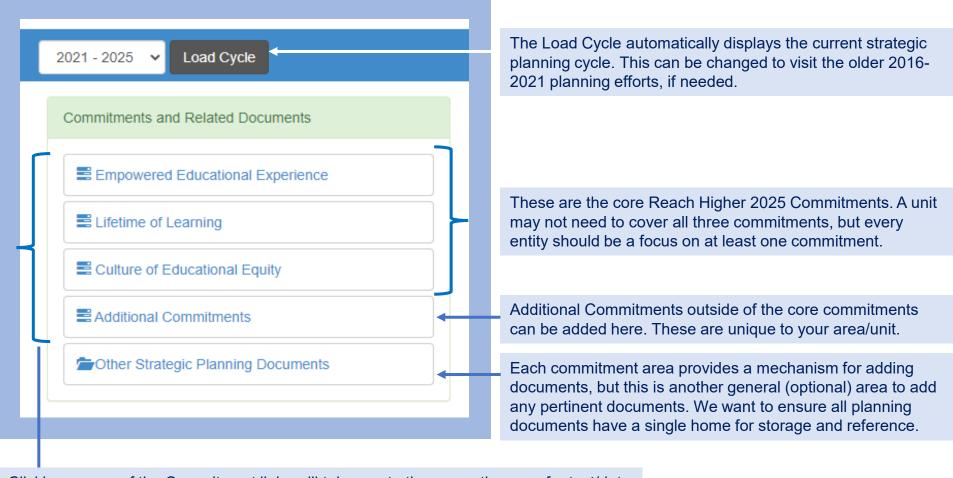
Navigating the Strategic Plan Main Menu



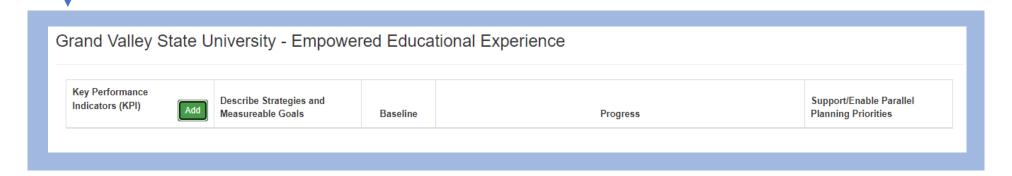
Adding, Editing, and Finalizing Mission, Vision, etc.



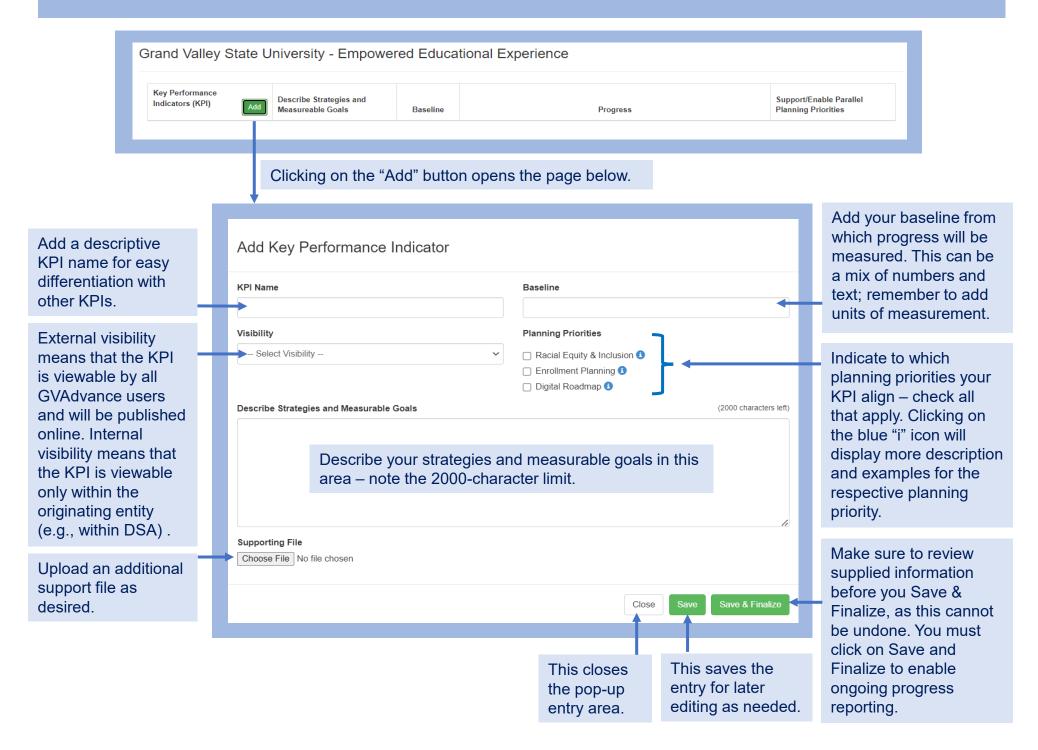
Navigating the Main Commitments Area



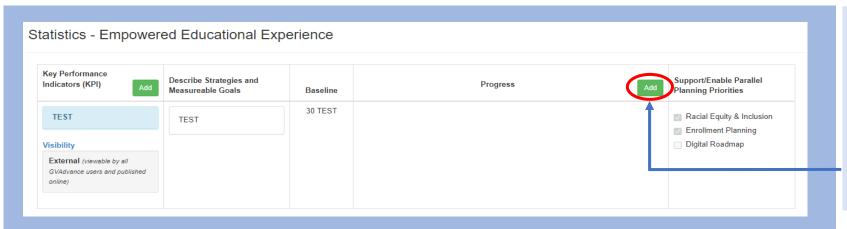
Clicking on any of the Commitment links will take you to the respective area for text/data entry, such as the one shown below, which begins by pressing the green "Add" button.



Adding Key Performance Indicators (KPIs)



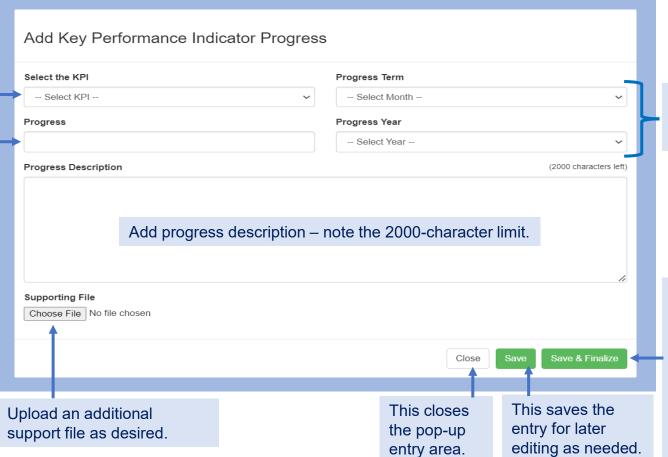
Adding KPI Progress Updates



Once a KPI has been saved, an "Add" button for your Progress will appear on the respective commitment's main page. Clicking on this Add button will display the page below.

Make sure to select the correct KPI for which you are adding progress updates.

Add your KPI progress metrics here – note that the formatting should match what you entered for your baseline (e.g., if Baseline was "40% participated in internships," the Progress should be XX% participated in internships").

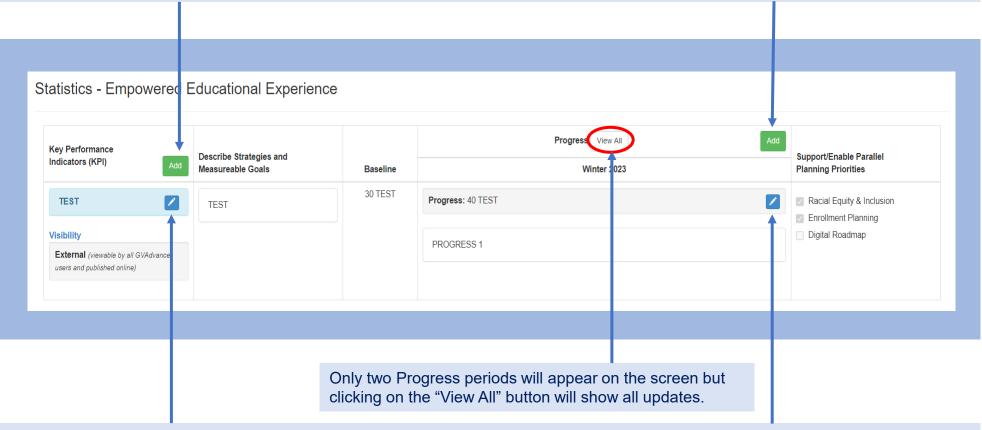


Select the applicable term and year for the progress update.

Make sure to review supplied information before you Save & Finalize, as this cannot be undone. You must click on Save and Finalize to enable ongoing progress reporting.

Editing and Entering Additional KPIs and Progress Updates

Information entered for each KPI and Progress period is displayed on the page once saved. Additional KPIs and Progress reports can be added as needed within each Commitment area by clicking on the respective "Add" buttons and selecting the appropriate KPI and Progress Term/Year.



Selecting on the blue pencil icon will enable you to return to the respective KPI or Progress to edit as needed before you click "Save & Finalize". Once "Save & Finalize" has been selected, the blue pencil icon will disappear from the screen.

If you have issues accessing the system, please contact Phuong Vo (Assessment and Accreditation Specialist) at votru@gvsu.edu or 616-331-2246.