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 a flexible deadline.

- Planning documents should be viewed as living documents.
Navigating the Strategic Plan Main Menu

Strategic Planning should always begin with Mission, Vision, and Values. For Higher Learning Commission reporting, we also request information about your planning process, how planning used collaboration beyond your area, etc.

- Describe how your mission aligns with that of the university.
- Describe how your vision aligns with that of the university.
- Describe how your values statements align with that of the university.
- Explain your planning process used (e.g., engagement of constituents, such as faculty, staff, students, alumni, advisory boards, community members, etc.).
- Briefly summarize how this plan includes cross-division/college collaboration.
- Briefly summarize areas that your area will adjust (e.g., reallocate, repurpose, or reprioritize) to build capacity for achieving commitments and implementing strategies (i.e., what will be ended, paused, scaled back, or reorganized).
- Do NOT click this button until the items above and the items under the “Commitments and Related Documents” section have been finalized. This will publish your area’s plan on the Strategic Plan Search website and cannot be undone.
Adding, Editing, and Finalizing Mission, Vision, etc.

Mission, Vision, etc. can be added and saved as needed.

Once added and saved, Mission, Vision, etc. can be edited later.

This button tells the system that no more edits are needed in this area. Make sure to review the contents before you Finalize, as this cannot be undone. You must click Finalize to enable the contents to be published on the Strategic Plan Search website once the “Publish this Plan” button is selected.
These are the core Reach Higher 2025 Commitments. A unit may not need to cover all three commitments, but every entity should be a focus on at least one commitment.

Additional Commitments outside of the core commitments can be added here. These are unique to your area/unit.

Each commitment area provides a mechanism for adding documents, but this is another general (optional) area to add any pertinent documents. We want to ensure all planning documents have a single home for storage and reference.

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)

Clicking on the “Add” button opens the page below.

Add a descriptive KPI name for easy differentiation with other KPIs.

External visibility means that the KPI is viewable by all GVAdvance users and will be published online. Internal visibility means that the KPI is viewable only within the originating entity (e.g., within DSA).

Upload an additional support file as desired.

Add your baseline from which progress will be measured. This can be a mix of numbers and text; remember to add units of measurement.

Indicate to which planning priorities your KPI align – check all that apply. Clicking on the blue “i” icon will display more description and examples for the respective planning priority.

Describe your strategies and measurable goals in this area – note the 2000-character limit.

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.

This closes the pop-up entry area.

This saves the entry for later editing as needed.
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”).

Add progress description – note the 2000-character limit.

Upload an additional support file as desired.

Select the applicable term and year for the progress update.

Adding KPI Progress Updates

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.

This closes the pop-up entry area.

This saves the entry for later editing as needed.
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.

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.

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