UNePlan Guidelines

Conceptual Guidelines

Purpose

- UNePlan allows alignment of initiatives with the UNO Strategic Plan, University of Nebraska Strategic Framework, University of Nebraska Cornerstones, and the Higher Learning Commission Campus Parameters.
- Provides transparency and accountability for major strategic initiatives.
- Only appropriate for high-level strategic initiatives (e.g. UNePlan is not a project management tool or should not be used to track operational activities).

Structure of UNePlan

Included in UNePlan

- UNO Mission
- UNO Goals
- UNO Strategies
- Unit Initiatives

Excluded from UNePlan

- Routine/Operational Activities

Initiatives

- Initiatives should be high-level strategic activities. UNePlan is not a project management software and is not designed to track operational activities.
  - Routine and operational activities are important and support the UNO mission, but UNePlan is not designed to track these activities.
  - See page 3 for an example of a high-level strategic initiative.
  - Less is more. Showing initiatives to “look busy” or “account for everything” is counterproductive. The value of the tool is the quality of the data entered and the accuracy of the updates/tracking. Tracking too much creates a loss of focus and expectation.
- A good strategic initiative is measurable, but is subjective in its content/language.
  - Example: “Create a Program to do something,” rather than “Increase enrollment by X.” The latter is probably (although not always) a metric of a broader Initiative.
• A good initiative may not have concrete metrics, but is still measurable (i.e. Surveys, increased value/participation). Additionally, many have multiple metrics.
• It is highly recommended to try to fit all initiatives within the existing UNO strategic plan before adding a new strategy.
• Initiatives should be created under one strategy.
• Initiative language should be unique
• When you write a metric, include your desired outcome.
  o The metrics should answer the question: how do we know when the initiative is completed?
  o The desired outcome should answer the question: how do we know when the initiative was a success? This should not be a relative outcome.
• It is essential that all fields within the initiative window are filled out.
• Status updates are recommended quarterly at minimum.
• UNePlan is based on the fiscal year.
• It is recommended to keep all initiatives at the main unit level (e.g. at the college level instead of the department/school level).
  o When running a main unit-level report in the dashboard, initiatives entered at the department-levels will not be included in the report.
  o You can account for department/school initiatives by assigning the department chair or school director as the primary responsible person. In addition, initiative descriptions could start with the department/school.

**UNePlan Campus Resource**

Please contact Keristiena S. Dodge, Project Specialist for Academic Affairs, for the creation of a main unit or questions related to UNePlan.
High-level, Strategic Initiative Example

⇒ Initiative Title: Community Partnership Framework

Goal 3 – Community Engagement
Strategy 6 – Formalize a system to measure and communicate the value and impact of UNO’s engagement on the community

NU Strategic Framework: Accountability, Statewide Engagement
NU Cornerstone: The University of Nebraska will work hand-in-hand with its partners.
Campus Parameter: Mission, Resources, Planning, and Institutional Effectiveness

Narrative Description: The Community Engagement Measurement and Assessment Committee is commissioned to design a comprehensive and sustainable framework to capture community partnerships and communicate its impact. This is a long-term, campus-wide initiative. The creation of this committee is a result an AQIP action project assessing the institutionalization of community engagement throughout the UNO campus.

Time: Complete after FY2020
Type: Develop New Program
Resource: New Resources Necessary - Operating Budget

Overall Metric: Design a comprehensive and sustainable framework to capture community partnerships and measure community impact based on issue area, geographical location, and legislative districts.

Year 1: 30% - Year 2: 25% - Year 3: 25% - Year 4: 20%

Current Year Metric: 1) Creation of community partnership data sets that capture 2016-2017 partnerships of 'signature programs' at UNO, 2) Development of a public-facing community partnership dashboard with drill-down functionality, 3) Drafting of logic models as an initial step towards measuring impact.

Overall Responsibility: BJ Reed and Deborah Smith-Howell
Primary Responsibility: Keristiena S. Dodge
Collaborators: Measurement and Assessment Committee Members
Operational/Technical Guidelines

How to access UNePlan?

- Go to uneplan.unomaha.edu
- Click on the UNO logo

- Sign in with your NET ID credentials (e.g. jsmith)
- If your UNO NET ID credentials do not allow you to see the UNO UnePlan, please contact Keristiena Dodge.

How to create a sub-unit?

- Within your main unit, click on the edit button.

- Click on the Department/Unit edit button
• Click on the plus button

![Image of plus button]

• Enter the name.
  o Naming convention: When adding a new unit, ensure that the unit’s short and long name start with UNO.
  o When adding a sub-unit/unit-specific goal/unit-specific strategy, start the new entry with the unit’s acronym (e.g. UNO CAS English Department).

• Click on Add New

![Image of add new button]

• Contact a UNePlan administrator to request the creation of a main UNO campus unit.

• Please note: the Office of Academic Affairs advises that all initiatives are entered at the campus unit level (e.g. colleges) without the creation of departments. When running a main unit-level report in the dashboard, initiatives entered at the department levels will not be included in the report.
How to add a user?

- Click on the User edit button in your unit’s editing screen:

- Click on the Add Users plus button:

- Start typing the user’s last name in the User Name box.
• Click on the user you wish to add.
• Select a role.
  o Options are Plan Administrator and View Private. Unless the content is considered confidential, select Plan Administrator.
  o If you select View Only, the user cannot make any edits to your unit’s UNePlan.
  o Only one user within your unit can be designated as the Plan Overall. The individual that is selected, will be the default Administrator for all initiatives within your unit.
    ▪ The Plan Overall should be a Senior Administrator (e.g. Vice Chancellor or Dean).
    ▪ A unit does not need to designate a user as the Plan Overall.
    ▪ Click on Add New.

How to add a new mission statement, vision statement, or strategic goal?

It is strongly recommended to try and fit your unit’s initiatives within the university-wide strategic plan without creating additional missions, visions, or goals. If you believe that is not possible, you can create a new mission, vision, or goal with the following steps:
• Click on the Goals edit button in your unit’s editing screen:

A new window with the four campus-wide strategic goals and the ability to add new goals shows up. Ensure that the four strategic goals are checked. Unchecking these goals prevents users in your unit from adding initiatives for the goals.

• To add a new mission statement, vision statement, or strategic goal that is unit-specific, click on the Add Goal button:
  • Provide a title and a description for the new entry.
  • Designate the type of entry (e.g. mission statement, vision statement, or standard goal)
  • Indicate if the new entry is cascading or not.
    o The Cascade option allows users in child-units to view the entry and add strategies and initiatives associated with the entry.
How to add a new strategy?

- Click on the Goals edit button in your unit’s editing screen:

- Select the goal that you wish to add a strategy or initiative in.

- A window with a list of strategies associated with the user’s selected goal will become visible.

It is strongly recommended to fit all the unit’s initiatives into the existing strategies. If the user wants to create a new strategy, the following steps should be taken:

- Click on the Add Strategy plus button.
• Provide a description, indicate whether the strategy should be cascading (be part of the unit’s and all child-units’ strategic plan).
• Click on the Add button.
If at a later point in time you wish to remove this strategy you could do the following:
  - If no initiatives are tied to this strategy, you can click on the delete button.
  - If initiatives are tied to this strategy, click on the edit button

- Change the Status to Abandoned.
- Click on the Update button
How to add an initiative?

- Click on the Goals edit button in your unit’s editing screen:

- Select the goal that you wish to add an initiative to.

- Click on the View Initiatives button.
- Click on the Add Initiative plus button.
• Provide a title, description, start date, and the metrics for your initiative.
  o If a user has multiple metrics that measure success of the initiative, add them all in the text box (e.g. 1 ..., 2..., etc.).
  o Do not enter the same imitative in multiple times for each metric.
• Click on the Add button.

A new window will open that will allow for additional information about the initiative, including its alignment with the NU Strategic Framework, NU Cornerstones, HLC Campus Parameters. It is very important that all fields in this window are filled out.

• Indicate all alignments
• Indicate the type of initiative and the resources required.
• Provide a timeframe for completing this initiative.
  o If the user is entering a multi-year initiative, indicate the expected completion for each year. Percentages must equal 100.
- Provide the current year metric and the desired outcomes.
• To designate the individuals engaged in the initiative, click on the plus button next to each role and search for the individual by typing his/her last name. Individuals designated will receive a notification email.
  - Individuals assigned will be able to provide status updates, even if they are not added as plan administrators/users.
  - Designate the Overall Responsible individual. This should be a senior administrator. If a Plan Overall user has been designated, the overall responsibility of the initiative will default to that person.
  - Designate the Primary Responsible individual. This should be the individual in charge of the initiatives or the main facilitator of the initiative. The Primary Responsible individual should add status updates regularly.
  - Designate the collaborators.
    - Collaborators can provide status updates but cannot change the initiative.
    - If a user wants to add a collaborator outside of the University of Nebraska system (e.g. NU foundation or an individual at another university), click on ‘add additional user’.
      • A list with additional collaborators shows up. If the individual you want to add is in this list, click on the plus button next to his/her name.
      • If the individual is not in the list, add his/her Last Name, First Name, Title, and Email address. Then click ‘Add New’.
To remove an individual click on the pencil or the trashcan icon.

- Initiatives should be high-level strategic activities. UNePlan is not a project management software and is not designed to track operational activities.
  - Please refer to page 2 of this document for an example of a high-level, strategic initiative.

**How to delete or abandon an initiative?**

- To delete or abandon an initiative, click on Edit an initiative.

6 - Formalize a system to measure and communicate the value and impact of UNO's engagement on the community.

Strategy Initiatives:

- 1 - Community Partnership Framework
- Add Initiative

Delete

- Scroll down and click on the Delete button.
• Click on OK

![Delete Initiative Message]

• The initiative will be permanently deleted and no record will be kept.

Abandon

• Once a status update (see page 18) has been provided to an initiative, an initiative can no longer be deleted and can only be abandoned.
• Abandoned initiatives can show up in reports.
• Before abandoning an initiative, it is advised to go to edit the initiative description and include the rationale for abandonment.
• After editing the description, scroll down and click on abandon.

![Abandon Initiative Message]

• Click on Ok.
How to provide a status update?

It is recommended to provide a status update for each initiative on a quarterly basis at minimum.

- Click on My Initiatives
- Scroll to the appropriate initiative and click on ‘Add Status Update’
- Click on the Plus icon in the ‘Action’ Column to add a new Status Update.
• Add the percentage of the initiative completed for the current year. For instance, if you have a multi-year initiative that designated 25% of the entire initiative will be completed in year 1, the status updates within year 1 can still add up to 100%.
• If an initiative has multiple metrics, add a new status update for each metric and identify this in the description box.
• If you wish to notify responsible parties, check whom you wish to notify.
• Click on the Add button in the action column.

• The percentages added in the status updates are not aggregated. Subsequent percentage updates should reflect overall progress in the relevant year.

Other technical considerations
• You can view any UNePlan by clicking on the View Icon.
  o If you want to print the UNePlan, you can click on the print icon. This will also allow you to save to a pdf.
  o See the UNePlan’s FAQ page for more information. You can find the FAQ page towards the top-right of the UNePlan website.
• If your NU ID starts with a zero, you may be unable to access UNePlan. Please contact Keristiena S. Dodge.
• If there is no start date and status update associated with an initiative, the initiative will be excluded from the framework report in the dashboard.
• To delete a unit, goal, strategy, or initiatives – all data entered under the unit, goal, strategy, or initiative (including status updates) need to be deleted first.
• UNePlan 2.0 will have the ability to report outcomes directly tied to the metrics which will include the ability to link/attach evidence of outcomes.
UNO Strategic Planning UNePlan and Unit Alignment Working Groups

- Deborah Smith-Howell, Academic Affairs and Graduate Studies
- Keristiena S. Dodge, Academic Affairs
- Hank Robinson, Institutional Effectiveness
- Sarah Osborn, International Programs
- Brian Carey, Athletics
- Thomas Walker, Institutional Effectiveness
- Paul Barnes, College of Education
- Jody Neathery-Castro, Political Science
- Melissa Berke, College of Communication, Fine Arts, and Media
- Juan Casas, Psychology
- Melissa Cast-Brede, Teacher Education