

Reflection and Progress Updates Examples Handout

This handout is designed to provide guidance in responding to the annual planning template. The annual planning cycle can become a little confusing when realizing that activities identified in the fall term are meant to be implemented in the following academic year. The cycle is set up in this way to inform budgeting priorities in the following fiscal year. However, this can create a situation wherein following up on activities is confusing. For example, activities that do not require resources can be started, and even completed, before the next cycle of planning begins, whereas activities requiring resources may need to wait until the next fiscal year to be started.

The following situations have been identified as plausible circumstances you will find when answering Question B in the Reflection and Progress Updates section of each goal in the planning template: What