**Summary**

The annual strategic budgeting, planning, assessment, and reporting process at Chicago State University provides units and colleges to make proposals for new projects and budget expenditures based on strategic goals, and then assess the effectiveness of the projects. The proposals begin at the unit level and move through a review and approval process until final decisions are made.

The Budgeting, Planning and Assessment process includes the following:

1. Budget Request (plus summary Template for UBC)
2. Implementation Plan
3. Assessment and Report

**Information Flow:**

Faculty/ Staff Unit Head\* Vice President University Budget Committee

President Board of Trustees Illinois Board of Higher Education

Continual communication shall occur between Unit Head/Vice Presidents and their respective teams.

**Process**

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| **Owner** | **Step** | **Task** |
| \*Unit Head (Dean, Chair, Director) | **Step 1**  Complete Strategic Budget Request Form and Implementation Plan | Unit Heads shall work closely with their respective departments on priorities for the next fiscal year. The completed form must include all fields: strategic goal, status, baseline data, improvement objectives / justification, request amount, implementation steps.  The Leadership will not consider funding the projects unless the form is completed. |
| \*Unit Head (Dean, Chair,  Director) | **Step 2**  Submit Strategic Budget Request Form and Implementation Plan  to Division Head / VP / President | Submit the completed form(s) to the Division Head / Vice President / President (for direct reports only) for review and consideration.  Deans will gather the Strategic Budget Request and Planning Forms from their unit heads and advanced their own to the Division Head / Vice President. |
| VPs and Unit Heads / Deans | **Step 3:**  Review all Requests | Currently, any modifications are made and finalized in consideration of department / division priorities. In reviewing all submitted requests, the VPs and Deans / Unit Heads should consider not only budget implications but also whether resources are available within the Division to fully manage and implement the project. |
| VP / Unit Head | **Step 4:**  Complete UBC form 1 | After reviewing all submitted Request forms with respective unit collaboration, the VP/ Division Head consolidates requests and completes the UBC form 1, click here. <https://www.csu.edu/budget/documents/Budget_Call_Forms_For_Funds.xlsx> |
| VP / Unit Head | **Step 5:**  Department Discussions | Vice Presidents / Dean / Unit heads discuss with their teams the final recommendations that will be submitted to the University Budget Committee. |
| VP / Unit Head | **Step 6:** Submission to UBC | The Vice President submits the both the Strategic Budget Request and Planning Form **and** UBC form 1 to the University Budget Committee (UBC) for review. No request will be considered if not accompanied by both documents. |
| VP / UBC | **Step 7:**  Presentation to UBC | The VP makes presentation to the UBC, providing further justification of requests and answering questions. |
| UBC | **Step 8:**  Review and  Recommendations | The UBC completes a full review and assessment of all submissions from across University. The UBC then provides recommendations to the President on priorities. |
| Finance Office | **Step 9:**  **Posting** | The recommendations made by the UBC are posted on Cougar Connect |

If the project is funded, the following steps are required:

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| Unit Head | **Step 10:**  Assess and Report | The Unit Head completes Part C: Assessment and Report and submits to Vice President. |
| VP | **Step 11:**  Final Submission | The Vice Presidents compiles all respective Assessments and provides report annually to the President. |

*The* *Strategic Budget Request form is NOT required for recurring funding for ongoing/current funding of a unit or department or office. It is required for all items that are presented to the University Budget Committee as part of annual budget requests.*

This document covers:

* PART A: Strategic Budget Request (for New and/or Expanded Program)
* PART B: Planning & Implementation

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Division: Click here to enter text.

Department/Unit: Click here to enter text.

Initiator (Unit Head – Dean, Chair, Director): Click here to enter text.

Date: Click or tap to enter a date.

Project Name/Focus: Click here to enter text.

**PART A – BUDGET REQUEST (for New and/or Expanded Program Only)**

1. **Which Strategic Goal(s) and Objective(s) does this proposed funding support? For more information on CSU’s strategic priorities, click** [**here**](https://www.csu.edu/strategicplanningresources/)**.**

|  |  |
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| **Strategic Goal** | **Objective** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**2. Current Status** (What opportunity has been identified? What needs to be improved?)

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| Click here to enter text. |

**3. Baseline Data** (Provide evidence of support that the status quo is not working or needs improvement)

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| Click here to enter text. |

4. **Improvement Objective /** **Justification** (What do you hope to accomplish? How will this request contribute to the Strategic Plan?)

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| --- |
| Click here to enter text. |

**5. Is this improvement objective / justification related to assessment of a course, program, or general education learning outcome? If so, list the course, program, etc.**

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| Click here to enter text. |

**6. Amount of Funding Request (list dollar amount)**

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| --- |
| Click here to enter text. |

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| **PART B – PLANNING & IMPLEMENTATION** |

Define the keys steps toward planning and implementing the project. If software is involved, the steps must include involvement of the IT Department. If cross-collaboration of departments is required, steps must include such collaboration.

*(This is not intended to be full project plan with every step and detail, but instead will provide a high-level picture to demonstrate necessary planning)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Implementation Plan** | | | |
| **Key Steps / Deliverables** | **Name of Persons Responsible** | **Start Date** | **Expected Completion Date** |
| Click here to enter text. | Click here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
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**If applicable, identify the campus departments that will help you accomplish this objective.**

Financial Operations  Information Technology (IT)  Procurement

Institutional Research  Marketing and Communications  Student Services

Academic Services  Human Resources

Other (please specify):

*The completed Budget Request (A) and Planning & Implementation Form (B) must be submitted to the operating vice-presidents and president (for direct reports only) for review and consideration.*

This document covers:

* PART C: Assessment & Reporting

*(Part A: Budget Request and Part B: Planning & Implementation Form should have been completed earlier)*

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Division: Click here to enter text.

Department/Unit: Click here to enter text.

Initiator (Unit Head – Dean, Chair, Director): Click here to enter text.

Date: Click or tap to enter a date.

Project Name/Focus: Click here to enter text.

**PART C - ASSESSMENT AND REPORTING**

**Did you implement the Project as identified and funded in the Budget Request & Planning Form?**

**Yes / No / Partial**

**Explain status. If not implemented, why?**

Click here to enter text.

**Did you gather the data you originally planned? If not, what other data was gathered?**

Click here to enter text.

**Was the Project successful in accomplishing its intended goal(s)? Explain.**

Click here to enter text.

**What did you learn in your analysis of the data? What patterns/trends have you observed?**

Click here to enter text.

**What, if anything, will you do differently going forward? How will you use the results?**

Click here to enter text.

*The completed Project Assessment and Report (C) must be submitted to respective Vice President 12 months after project start date.*