DATE: August 3, 2021
FROM: Nicholas P. Jones, Executive Vice President and Provost
TO: President’s Council, Academic Leadership, and Unit Executives
SUBJECT: Unit Strategic Plan Implementation and Progress Reporting

In April, I shared with you that nearly 60 budget units – comprising all of Penn State’s campuses, academic colleges and various administrative offices – had written their strategic plans and were preparing to move forward with plan implementation. Units’ work will support and advance the University’s strategic plan and make our contributions more visible to help tell the story of Penn State’s tremendous impact.

As you proceed with plan implementation, please think about lessons you have learned and are learning during the global pandemic and how they can help guide a more robust and resilient process for delivering on your strategic plans. Also, consider how you can keep people engaged in your unit plan implementation. We are strongly positioned as a University to execute our strategic plans at every level, but we will need high engagement in your units to succeed, just as we did to develop the plans.

Units’ first final progress reports in Nuventive (Penn State’s strategic plan software) are due by February 28, 2022. These progress reports should capture the work your unit has completed in year 1 of your unit plan. This early Spring 2022 deadline enables people who may be away during the summer but were involved in the development of your unit plan to be more involved in progress reporting, which will enable relevant conversations earlier in the academic year. To ensure the annual report captures fully your plan’s progress in the first year of implementation, I encourage you to track, assess, and report on your implementation progress regularly and not wait until the February deadline to check on the implementation of your unit strategic plan.

The Office of Planning, Assessment, and Institutional Research (OPAIR) offers training and resources to support implementation through Nuventive, which will be used to track progress on your unit’s plan and serve as a roadmap to collaboration between units at Penn State. These resources, which also include guidance for progress reporting, are available at https://opair.psu.edu/nuventive-planning/.

As you are setting up the system for your unit for progress reporting, please reach out to OPAIR for support. Keep in mind that the system allows for deep engagement in progress reporting across your unit and was designed to facilitate multiple people being engaged in and reporting on unit plan implementation.

I thank everyone who has been and will be involved in unit plan implementation and look forward to learning about the important strategic work being done across the University. Progress reporting will allow us to better tell how we are delivering on the title of our institutional strategic plan, “Our Commitment to Impact.”