



# Continuous Improvement Planning Process

## Department Plan

**Key Performance Indicator:**

**Quality Standard(s)/Target(s):**

**Goal:** (Is your goal clear, measurable, achievable, and based upon data?)

**Measure:** (How will you measure progress towards your goal?)

**Strategy:** (What strategy (i.e. program, instructional strategy, etc.) must be implemented to meet the goal?)

**Action Steps:** (What steps need to be taken to implement the strategy?)

Complete

- |    |                          |
|----|--------------------------|
| 1. | <input type="checkbox"/> |
| 2. | <input type="checkbox"/> |
| 3. | <input type="checkbox"/> |
| 4. | <input type="checkbox"/> |

**Resources:** (What resources are necessary to carry out either the strategy or action steps? This could include resources such as materials, money for staff development, money for release time, etc.)

- 1.
- 2.
- 3.