

(Note: A "0" should be assigned to any plan element which is blank or outdated.)

Continuous Improvement Plan Review

ELEMENTS	3 = EXCELLENT	2 = ACCEPTABLE	1 = DEVELOPING
Unit Mission	Clearly communicates the unit's overall purpose Mission statement is distinguished from similar unit Clearly supports the TTUHSC mission	Communicates the unit's overall purpose, <u>but</u> Mission statement is not distinguished from similar units Does not clearly support the TTUHSC mission	Does not communicate the unit's overall purpose Mission statement is not distinguished from similar units Does not clearly support the TTUHSC mission
Progress on Planned Improvements	Addresses all targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> Clearly describes strategies that were implemented to improve on the targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings Additional information is provided about the unit's successes or improvements from previous year	Addresses some targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> Does not describe strategies that were implemented to improve on targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings	Addresses few targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> Does not describe strategies that were implemented to improve on targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings
TTUHSC Goal(s)	TTUHSC goal(s) and its coordinating objective are used All TTUHSC goal(s) and the coordinating objective align with the respective departmental objectives	TTUHSC goal(s) and objective are used Some TTUHSC goal(s) and objective align with respective objectives	Inappropriate TTUHSC goal(s) and objective are used TTUHSC goal(s) and objective align with respective objectives
Customer Outcomes/ Process Objectives	All outcomes/objectives clearly communicate where efforts of the unit will be directed All outcomes/objectives clearly communicate expected results for the intended customer All outcomes/objectives reflect an appropriate scope All outcomes/objectives are not bundled and are distinctive of each other All outcomes/objectives avoid directionality and quantifiable targets	Some outcomes/objectives do not clearly communicate where efforts of the unit will be directed Some outcomes/objectives do not clearly communicate expected results for the intended customer	Most outcomes/objectives do not clearly communicate where efforts of the unit will be directed Most outcomes/objectives do not clearly communicate expected results for the intended customer
Measures	All measures are aligned appropriately with objectives There is at least one measure per outcome/objective A concise and well-written description of each measure is provided A balanced variety of measures are used	Some measures are not aligned appropriately with objectives There is at least one measure per outcome/objective Descriptions of measures are provided <u>but</u> , may be limited, confusing, or excessive A limited variety of measures are used	Most measures are not aligned appropriately with objectives Some outcomes/objectives are missing measures Few, if any, descriptions of measures are provided A limited variety of measures are used



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Targets	All targets describe specific criteria for success and appear to be appropriately challenging/attainable in the given time frame Each measure has a related target Based on findings, each Target's Status is appropriately marked	All targets describe criteria for success, <u>but</u> some appear to be minimally challenging or unattainable in the given time frame Some measures do not have a related target Based on findings, some Targets' Status is appropriately marked	Many targets use vague or unclear criteria for success Most measures do not have a related target Based on findings, most Targets' Status is appropriately marked
Findings	All findings describe outcomes/objectives in terms of the stated achievement targets All findings are written in a clear and meaningful way so that all interested parties can understand ● (All findings include additional details or context to fully explain result interpretation)	Most findings describe outcomes/objectives in terms of the stated achievement targets and provide specific information about the results Some findings are written in a clear and meaningful way so that all interested parties can understand ● (All findings include additional details or context to fully explain result interpretation)	Few findings describe outcomes/objectives in terms of the stated achievement targets All findings are written in a vague and nondescript way ● (All findings include additional details or context to fully explain result interpretation)
Action Plan	Provides a detailed description of the planned actions for each target marked as <i>Partially Met</i> or <i>Not Met</i> OR If all targets were <i>Met</i> or <i>Exceeded</i> and the department did not have any other relevant improvements to include, please give them a score of 3 for this element.	Provides a description of the planned actions for some of the target marked as <i>Partially Met</i> or <i>Not Met</i> , <u>but</u> some details are missing	Provides a vague description of the planned actions for each target marked as <i>Partially Met</i> or <i>Not Met</i>
Attachments	Relevant supporting documents are attached in the continuous improvement plan All supporting documents are saved with distinct and descriptive names All supporting documents are referenced in Plan	Some supporting documents have been provided in the continuous improvement plan, <u>but</u> some appear irrelevant Some supporting documents are saved with distinct and descriptive names Some supporting documents are referenced in Plan	Few supporting documents have been provided in the continuous improvement plan or they mostly appear irrelevant Few to no supporting documents are saved with distinct and descriptive names No supporting documents are referenced in Plan

COMMENTS

<p>REVIEWER USE ONLY</p> <p>Total Points: _____</p> <p>Excellent (23-27 pts)</p> <p>Acceptable (14-22 points)</p> <p>Developing (9-13 points)</p> <p>Not Acceptable (0-8 pts)</p>	
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