

Actions and Results for Goals and Strategies

Now that the department goals and strategies have been entered into tracdat, it's time to keep their progress updated by adding actions and results.

Adding an Action

On the *Strategy tab*, by *Goal link*, the strategies for each of the department goals will be listed. If you can't see the strategies under their appropriate goal, click the *show strategy* link and they will appear. To add an action for a strategy, click "add action" for the strategy you want to update.

Selected Unit: PAR Report - Research and Planning

Home Reporting Unit Strategy Reports Documents

By Goal

PAR Report - Research and Planning > Strategy

Proactive generation and dispersal of data to support all District activities.

Date	Strategy	Actions	Related Documents	Strategy Status
8/4/2008	Publish an email Research Brief 6-9 times per year and count responses.	3	2	2-In Progress edit add Action
3/2/2009	Expand campus Factbook to include information for operational departments and functions.	1	0	2-In Progress edit add Action
3/2/2009	Generate templates and information for Program Review.	7	0	1-New edit add Action

When you click the "add action" link, the following screen will appear. It will list the department goal, the strategy being updated, and a box to enter the action taken. Enter text into the action field and click save at the bottom of the screen when completed.

Selected Unit: PAR Report - Research and Planning

Home Reporting Unit Strategy Reports Documents

By Goal

PAR Report - Research and Planning > Strategy > Edit Action

Goal: Proactive generation and dispersal of data to support all District activities.

Date: * 9/23/2009

Strategy: Publish an email Research Brief 6-9 times per year and count responses.

Action: *

Adding a Result

After the action has been added, and save is clicked, the box for results appears.

Selected Unit: PAR Report - Research and Planning

Home Reporting Unit Strategy Reports Documents

By Goal

PAR Report - Research and Planning > Strategy > Edit Action

Goal: Proactive generation and dispersal of data to support all District activities.

Date: * 4/20/2009

Strategy: Publish an email Research Brief 6-9 times per year and count responses.

Action: April Research Brief disseminated.

[add Result](#)

Result Date	Result
No Results defined.	

To add a result, the "add Result" link can be clicked from this screen and the result box appears for text to be entered into it.

Selected Unit: PAR Report - Research and Planning

Home Reporting Unit Strategy Reports Documents

By Goal

PAR Report - Research and Planning > Strategy > Edit Result

Goal: Proactive generation and dispersal of data to support all District activities.

Strategy: Publish an email Research Brief 6-9 times per year and count responses.

Action: April Research Brief disseminated.

Result: *

Date: * 9/23/2009

Or results can be added from the strategy tab by clicking "add Result" after the appropriate action.

Selected Unit: PAR Report - Research and Planning

Home Reporting Unit Strategy Reports Documents

By Goal

PAR Report - Research and Planning > Strategy > Edit Strategy

Goal: :

Strategy: * Publish an email Research Brief 6-9 times per year and count responses.

Strategy Date: * 8/4/2008

Strategy Type: * Other Strategy

Strategy Status: * 2-In Progress

Strategy Status Update Date: * 9/9/2008

Action Plan Related Documents

[add Action](#)

Action Date	Action	Results	edit	add Result
4/20/2009	April Research Brief disseminated.	0	edit	add Result
1/15/2009	January 2009 Research Brief submitted to all staff.	0	edit	add Result
9/16/2008	August Research Brief sent 8/15 to all staff.	1	edit	add Result