

OIRE RED Plan Timeline and Checklist (2023)

Check-off	Month	Task
	January	
	January	Strategic Planning activities begins for all departments/units
	February	Continue implementing assessment measures
	March	Attend Training and Submit plan via Qualtrics form
	March	Strategic planning Kickoff
	March	Begin submitting the Strategic plan via Qualtrics form
	March	Training offered to Responsible parties via on demand, and one-on-ones, departmental meeting visits
	March	Reminder email - due on April
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	April 15th	Due date for all RED Plan submissions
		Tracking update, Strategic Plan Score Card, and submission report sent to Cabinet
	April	Cabinet Review
	May	Feedback from Cabinet, Changes, report
	June	Due date for all updated submissions
	July	Report to Board of Trustees
	July	
	July	Strategic Planning activities continue for all departments/units
	August	Continue implementing assessment measures
	September	Attend Training and Submit plan via Qualtrics form
	September	Strategic planning Kickoff
	September 4th	Begin submitting the Strategic plan via Qualtrics form
	September	Training offered to Responsible parties via on demand, and one-on-ones, departmental meeting visits
	September 4th	Reminder email – due on September 15th
	September 11th	Reminder email – due on September 15th
	September 15th	Due date for all RED Plan Report Submissions
	October	Tracking update, Strategic Plan Score Card, and submission report sent to Cabinet
	October	Cabinet Review
	November	Feedback from Cabinet, Changes, final report with changes
	December	Due date for all updated submissions
	January	Report to Board of Trustees