

30- and 60-Day Progress Monitoring

- At regularly scheduled intervals (at least once a month), the PN Team meets to reflect on progress toward the college’s goals and outcomes and its progress in accomplishing the 90-Day Plan tasks and activities.
- Identify what worked (+) and what needs to change (Δ).
- Given the college’s current reality, identify what changes or tweaks (if any) need to be made to the 90-Day Plan and what supports the college requires to accomplish the current 90-Day Plan.

College Name:
Person(s) completing report and plan:
Date:

	+	Δ
What evidence exists showing progress towards 90-Day tasks and activities? What worked and what needs to change?	<u>Focus Area: Comprehensive Intake</u> ○ ○ ○ <u>Focus Area: Differentiated Orientation</u> ○ ○ ○ <u>Focus Area: Career before education planning</u> ○ ○ ○	<u>Focus Area: Comprehensive Intake</u> ○ ○ ○ <u>Focus Area: Differentiated Orientation</u> ○ ○ ○ <u>Focus Area: Career before education planning</u> ○ ○ ○

<p>Given the college's current reality, what adjustments should be made to the current 90-Day Plan?</p>	<p><u>Focus Area:</u> Comprehensive Intake</p> <ul style="list-style-type: none">○○○ <p><u>Focus Area:</u> Differentiated Orientation</p> <ul style="list-style-type: none">○○○ <p><u>Focus Area:</u> Career before education planning</p> <ul style="list-style-type: none">○○○
<p>What supports does the PN Team and college require from the region?</p>	<ul style="list-style-type: none">○○○

90-Day Plan Reflection, Revisit, and Reset

This guided reflection should be completed by the PN Team at the end of each 90-Day Plan period to foster discussion, reflect on progress, revisit year’s goals and outcomes, and prepare to develop the next 90-Day Plan.

College Name:
Name of person(s) completing report and plan;
90-day Plan Period (check one): <input type="checkbox"/> April-June <input type="checkbox"/> July-September <input type="checkbox"/> October-December

Focus Area:	Comprehensive Intake		
Goal(s):	<ul style="list-style-type: none"> • • • 		
Outcome(s):	<ul style="list-style-type: none"> • • • 		
Impact and Progress (Summarize the tasks/activities that made biggest impact or contributed to the most progress.)	Lessons learned (Summarize briefly major lessons learned in implementation or barriers uncovered to address moving forward.)	Potential Major Adjustments (Identify needed adjustments to the PN team, goals and outcomes to improve outcomes of the next 90-Day Plan.)	Next 90-Day Plan Tasks

Focus Area:	Differentiated Orientation		
Goal(s):	<ul style="list-style-type: none"> • • • 		
Outcome(s):	<ul style="list-style-type: none"> • • • 		
Impact and Progress (Summarize the tasks/activities that made biggest impact or contributed to the most progress.)	Lessons learned (Summarize briefly major lessons learned in implementation or barriers uncovered to address moving forward.)	Potential Major Adjustments (Identify needed adjustments to the PN team, goals and outcomes to improve outcomes of the next 90-Day Plan.)	Next 90-Day Plan Tasks

Focus Area:	Career before education planning		
Goal(s):	<ul style="list-style-type: none"> • • • 		
Outcome(s):	<ul style="list-style-type: none"> • • • 		
Impact and Progress (Summarize the tasks/activities that made biggest impact or contributed to the most progress.)	Lessons learned (Summarize briefly major lessons learned in implementation or barriers uncovered to address moving forward.)	Potential Major Adjustments (Identify needed adjustments to the PN team, goals and outcomes to improve outcomes of the next 90-Day Plan.)	Next 90-Day Plan Tasks

Next 90-Day Plan

A. ADJUSTMENTS TO TEAM MEMBERS (if applicable)					
Name	College Title	Represents	Role on Team	Phone	Email

D. ADJUSTMENTS TO 2020 FOCUS (if applicable)
2020 Goal(s)
2020 Outcomes
2020 Strategies

E. DETAILED 90-DAY ACTION PLAN – APRIL – JUNE 2020				
Specific Actions and Tasks	Timeline	Person(s) Responsible	Others Involved	Expected Results

F. EVIDENCE OF PROGRESS AND POSSIBLE ADJUSTMENTS (APRIL – JUNE 2020)	
Expected Evidence of Progress	Expected Possible Adjustments