

SPOL PLANNING YEAR CYCLE

1

Summer

July- Previous Planning Year closes and new Planning Year opens.

August- Roll over reoccurring Objectives and enter new Objectives.

2

Fall

September- VP approval of new Objectives.

October- Enter Tasks and update Objective Status.

November- Enter initial Status Reports.



4

Spring

May- Request to enter Actual Results and Use of Results.

June/July- Evaluate data and draw conclusions: Identify changes to Objectives for next Planning Year.

3

Winter

February- Mid-point Review

Update all fields as needed: Objective Status, Tasks, and Status Reports.