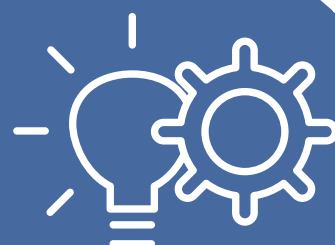


ADMINISTRATIVE UNIT ASSESSMENT (AUA) PROCESS

BLUEPRINTS FOR ADMINISTRATIVE EXCELLENCE

1. PLAN

Identify the unit's mission, goals, and desired outcomes and KPIs for the upcoming fiscal year.



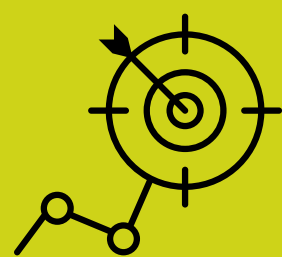
2. DRAFT

Login to the [Blueprints 2.0 Preparation site](#) and enter the unit's plan for the upcoming fiscal year.



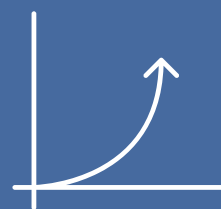
3. ADMINISTER

Execute the programs, activities that support the unit's mission.



4. TRACK & REPORT PROGRESS

Track unit's activities over the fiscal year, the unit's progress on meeting its desired outcomes and the results in the Blueprints 2.0 site.



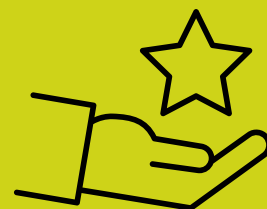
5. EVALUATE & PROPOSE FUTURE INITIATIVES

Report whether the unit's KPIs were met, and what should be done the next fiscal year to improve. Propose new initiatives (including budget) if needed.



6. REVIEW OIRAA FEEDBACK

OIRAA will review the unit's Blueprint and recommend needed for improvement.



7. VIEW FINAL BLUEPRINT

OIRAA will download a final **Blueprint for Administrative Excellence** from the Blueprints 2.0 site and make it available to the unit and to internal stakeholders.



8. DELIVER

Use the Blueprint to prepare for Support Unit Allocation Committee (SUAC) reviews and hearings with the Office of the President.

