

		FISCAL YEAR 2025 (FY25 - July 1, 2024- June 30, 2025)																			
Activity	Responsible party	April 2024	May 2024	June 2024	July 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	April 2025	May 2025	June 2025	July 2025	Aug 2025	Sep 2025	Oct 2025	
Set unit goals, priorities, and desired outcomes	VP & AVPs																				
Communicate Unit Goals & Desired Outcomes	AVPs																				
Draft Blueprint	(sub) Unit Leaders/Bueprint writers																				
Review & Forward Blueprints to VP	AVP																				
Approve Blueprints & Request Budget Initiatives (where applicable)	VP																				
OIRAA Review, Feedback & Blueprint Download	OIRAA																				
Budget Office Blueprint Review	SUAC																				

Source: Adapted from Jason Lambert, AVP for Facilities Management, 2023