Instructions for Completing the Blueprint for Administrative Excellence

(SACSCOC Standard 7.3)

Definitions:

Unit:

Units for which a Blueprint is expected can be selected via the drop- down menu. Unfortunately, because this site is temporary and will only be used in lieu of a permanent software solution for drafting Blueprints, it is necessary to select the unit name for each Goal/Desired Outcome reported in the Blueprint

Mission:

This it a free-text box to share the unit's overall mission, i.e., why the unit exists, its core functions and constituents served. Again, because this site is temporary and will only be used in lieu of a permanent software solution for drafting Blueprints, it is necessary to copy and paste the Mission for each Goal/Desired Outcome reported in the Blueprint

Reporting period:

The fiscal year runs from July 1 to June 30. Administrative units complete a Blueprint for Administrative Excellence at the end of the current fiscal year. To avoid confusion, the appropriate reporting period/fiscal year is prepopulated. When completing the Blueprint, each unit should report on the current fiscal year.

USC Strategic Priorities:

The overarching priorities of the University of South Carolina were developed by the Office of the President in consultation with USC faculty, staff, students and other stakeholders. Units are asked to identify the priorities that are aligned with the goals reported in the Blueprint.

Unit Goals:

These are broad goal statements for the unit that are aligned with one or more USC Strategic Priorities that are related to improving efficiency, effectiveness or performance in the unit's activities or processes. Unit goals can also include the unit's guiding principles or core values.

Subunits affected/reported:

If the unit has subunits or departments within the unit for which the Unit Goal applies, they are to be listed in this section. This is a free text section.

Desired Outcomes

Desired outcomes outline specifics regarding that the unit hopes to achieve in the current fiscal year and should reflect the following SMART criteria:

Specific: The actions the unit will perform. What will be accomplished.
Measurable: Quantifiable, can include how much change is expected.
Attainable: Able to be accomplished with the available resources and support.
Results-focused: Outcome must address/have an impact on the goal.
Time-bound: Includes the proposed time frame within which the outcome will be met i.e., current fiscal year.

Measures/Key Performance Indicators (KPIs) and Targets

Units are to identify measures or Key Performance Indicator(s) (KPIs) that will be used to measure how well the unit performed with respect to the desired outcome. The unit's target for acceptable performance on the measure should be expressly stated.

Results

Near the end of the current the fiscal year units are to report whether its targets for the measure(s)/

KPI(s) were met. This is a simple Yes/No question. Additionally, units are to report details regarding the actions taken over the past year to achieve the desired outcomes and to meet the targets for acceptable performance as well as how the unit performed with respect to the desired outcome.

Use of Results

Looking at the end of year results reported in the previous "Results" section, the unit should share what was learned over the past year, and what the unit will do differently in the next fiscal year to improve performance on the desired outcome.

Budget Initiative Requested?

After considering the unit's results over the current fiscal year and its proposed plans for improvement in the next fiscal year, the unit should share whether it will request initiative funding aimed at improving the desired outcome for the next fiscal year. This is a simple Yes/No question. Answering this question provides background information for the Service Unit Allocation Committee (SUAC) when it reviews initiative requests. A list of questions to consider in advance of submitting an initiative request can be found [here](). Initiative requests cannot be made in this Blueprint preparation system, instead, AVPs are to direct

the Budget Contact for the unit to enter request for funding in the Office of Budget's [Anaplan](#) system.

Copy Forward

This is a simple Yes/No question which asks whether the unit intends to keep the desired outcome in its Blueprint for the next fiscal year. If Yes, Columns from USC Strat Priority-KPIs are stored for easy preparation of the Blueprint for the next fiscal year.

OIRAA Feedback

When the unit has finished its Blueprint, a staff member in the Office of Institutional Research Assessment and Analytics (OIRAA) will provide feedback to the unit on the content presented in the Blueprint to aid the unit in its self-evaluation processes. OIRAA's feedback is consultative only and has no impact on budget allocations.

Attachments
To add an attachment when creating a new entry or editing a preexisting entry, click the Attach File button at the top of the screen.