**Annual Unit Progress Report: 2017-18**

In an effort to ensure that efforts are supported at the University level, unit leaders are requested to submit annual updates on their plan’s progress. Progress reports should cover the time period from July 1, 2017 to June 30, 2018. Reports are due July 31, 2018 and should be submitted to strategicplan@psu.edu.

Attached is the progress report template. The following descriptions should clarify the details necessary to complete the report.

**Progress Update** Units should describe key activities related to their strategic plan, as well as results and impact to date. Any significant changes made to the unit’s plan since implementation should be included here. Progress should be related to self-identified performance indicators. Where was the unit at the onset of the plan’s implementation and where is the unit now? Units should include progress on all strategic priorities, including those related to Penn State’s thematic priorities as well as to other unit priorities.

**Contribution to University Goals** How is the implementation of the unit’s plan supporting the achievement of the University strategic goals (foundations, thematic priorities, and supporting elements)? Please specifically identify progress you have made in the areas of diversity and inclusion.

**Obstacles/Concerns** What are obstacles or concerns that the unit has faced in implementing its strategic plan? What is getting in the way of progress? What additional resources are needed?

Office of Planning and Assessment staff are available to work with units on all phases of this process. Please contact strategicplan@psu.edu or (814) 865-8721 if you need assistance or have any questions.

**Annual Unit Progress Report: 2017-2018**

*Units should make every effort to limit their Annual Unit Progress Reports to* ***two (2)*** *pages.* *Updates are due* ***July 31, 2018*** *and should be submitted to* *strategicplan@psu.edu**.*

**Unit Name:**

1. **Progress Update**
2. **Contribution to University Goals**
3. **Obstacles/Concerns**