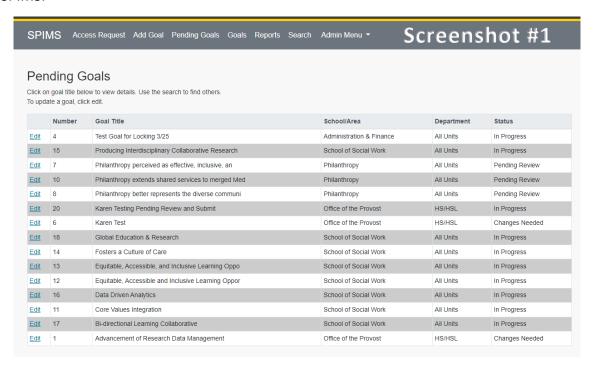
## Reviewing and Approving a Goal in SPIMS

Step 1: Sign on to SPIMS through this link or from SPIMS Home Page

Step 2: Click on "Pending Goals" on SPIMS Home Page

<u>Step 3</u>: Pending Goals page will display only those Goals in units and subunits assigned to you (*see screenshot #1*). Goals ready for review will have Status "Pending Review". Goals still in draft will have Status "In Progress" and should not be reviewed until completed and submitted by Contributor. Goals that have been reviewed and returned to Contributor(s) for revision have Status "Changes Needed".

Click on "Edit" to review desired Goal. Goals are identified by Goal Title and a unique Number. This Number will not change for the duration of the Strategic Plan and is unique across all Goals in SPIMS.

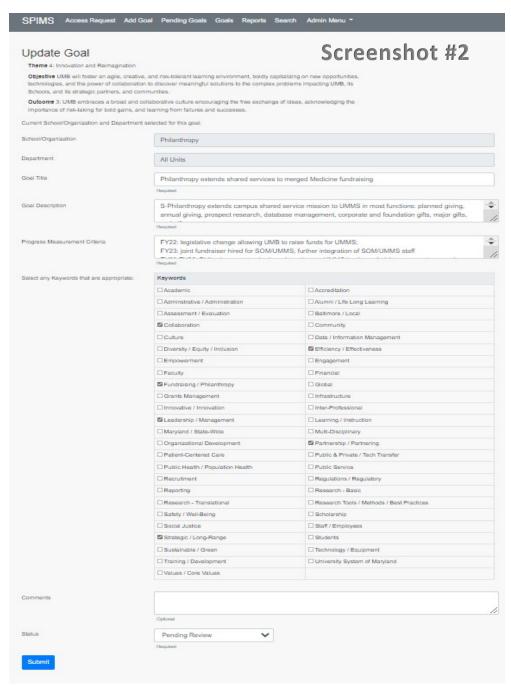


<u>Step 4</u>: Selected Goal will appear in edit format (*see screenshot #2*). Text windows for Goal Description and Progress Measurement can be expanded for viewing by clicking and dragging the bottom right corner.

<u>Note on Printing</u>: If you wish to print out the Goal for review, make sure to expand the text windows so that all text is visible on the screen before using the browser print function.

Alternatively, you can view and print the Goal by following these steps:

- 1. Make a note of the unique Goal Number
- 2. Select "Search" from the top SPIMS menu
- 3. In the Search dialog choose Search By "Goal Number"
- 4. Enter Goal Number in the Containing field that appears and click Submit
- 5. Search results will return desired Goal
- 6. Click on Goal Title to view Goal detail
- 7. Use browser print function to print Goal detail



<u>Step 5</u>: When reviewing a Goal as an Administrator, you can edit or add to any of the following content, as long as character maximums are not exceeded:

Goal Title (200 characters maximum)

Goal Description (1,000 characters maximum)

Progress Measurement Criteria (1,000 characters maximum)

Key Words (choose at least one and no more than five)

The following components of the Goal cannot be altered (contact IESPA if changes are needed):

Theme / Objective

Outcome

School / Organization (unit)

Department (sub-unit)

<u>Step 6</u>: The Comments box (1000 characters maximum) is primarily used to provide instructions to the Contributor(s) when revisions are needed. All text entered in this box will be included in an automated email sent to Contributor(s) if a Goal is returned for revision (*see Step 7*).

<u>Step 7</u>: Upon completing review, change the Status of the Goal to one of the following and click <u>Submit</u>:

**Approved**: Goal is approved and ready for technical review by IESPA staff and is now part of the Strategic Plan. No further actions are needed in the review process.

**Changes Needed**: Goal is returned to Contributor(s) for revision. Text entered into Comments box by reviewer will be transmitted to Contributor(s) via email and will also be visible when they are revising the Goal. Goal will appear as Pending Review once revisions are completed by Contributor. Email will come from <a href="mailto:umbstrategicplan@maryland.edu">umbstrategicplan@maryland.edu</a> with subject line "Strategic Plan Implementation Management System – Changes Needed".

**In Progress**: Goal has been reviewed by Administrator but is being put aside for additional revisions by Administrator. If revisions are to be performed by Contributor, choose the Changes Needed option.

**Denied**: Goal is not approved and does not become part of Strategic Plan. This option is also used if incorrect Theme and/or Outcome was selected for the Goal by the Contributor. Contributor can then resubmit a new Goal with the correct Theme and Outcome.

Note: Do not use "Pending Review", "Cancelled", or "Completed" options.

SPIMS Guidance – Reviewing Goals Version 1.3 April 7, 2022