UMB 2022 – 2026 Strategic Plan
Implementation Guidance

Progress Reporting – SPIMS Demo

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Office of Institutional Effectiveness, Strategic Planning, and Assessment (IESPA)

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Session Objectives

- Review
  - Progress Reporting Requirements
- Demonstrate
  - Progress Reporting in SPIMS
- Update
  - Progress Reporting Timeline
SPIIMS Progress Reporting Requirements
The Annual Implementation Plan (AIP)

• Required at the start of each fiscal year
  – Provide at least one activity to advance the goal to be completed by fiscal year-end
    • Identify activities to occur in FY23 [July 1, 2022 through June 30, 2023]
  – There are no limits to the number of initiatives or activities associated with a strategic goal that can be pursued during the year

• See IESPA Resources for guidance on creating the AIP (May 2022) at https://www.umaryland.edu/iespa/strategic-planning/strategic-plan-implementation/
SPIMS Requirements for Progress Reporting

• Goal Progress CANNOT be completed without a Goal AIP for FY23
  – If no activity is planned for FY23, create an AIP with the following statement:

  “NO TASKS PLANNED FOR FY23”
The Risk Assessment Review

• Risk management review integrates with strategic plan reporting
• Managed by the Office of Enterprise Risk Management
• Need an annual risk assessment before a Progress Report can be submitted
• See guidance on completing the risk assessment review when asked to report at [https://www.umaryland.edu/iespa/strategic-planning/strategic-plan-implementation/](https://www.umaryland.edu/iespa/strategic-planning/strategic-plan-implementation/)
Implementation Completion Phases in the SPIMS*

- Unit access rights to the SPIMS established;
- Unit enters aligned plans by Theme and Outcome into the SPIMS;
  - Unit Approver reviews goals and submits to IESPA for review
  - Each goal description in Primary Plan evaluated for SMART format (Note: M = recorded in separate field; T = Five [5] years)
- Unit determines risk assessment for each Strategic Goal in Plan for FY22;
- Unit enters FY23 AIP(s) for each Strategic Goal in SPIMS
- Unit reviews and updates, if necessary, risk assessment level for FY23
- Unit updates progress through December 31, 2022

*Strategic Plan Implementation Management System
Progress Reporting Components

• Components to complete
  – Progress Completion Update (%)
  – Progress /Status Explanation as of period end
  – Progress measurement update on quantitative metric(s)
  – Evidence, optional (one file upload)
Reporting Components Explained

• Progress Completion Update – Indications of Goal Progress
  – Not yet started (0%)
  – Preliminarily Underway (1%-24%)
  – Substantially Underway (25%-49%)
  – Significant Progress (50%-74%)
  – Nearing Completion (75%-99%)
  – Completed/Milestone Achieved (100%)
  – Progress not reported
Strategic SMART Goal

**Unit:** Center for Information Technology Services

**Theme 4: Innovation and Reimagination**

**Outcome 2:** UMB promotes the use of applicable new technologies and data-driven analytics, promoting student success, groundbreaking discoveries, employee productivity, and administrative effectiveness.

**Goal:** Expand and promote the UMB Data Analytics program to allow for the analysis of data within and across institutional data sources so it can help advance UMB reporting in such strategic areas as finance and resource allocation, student success, human resources, facilities and building maintenance, philanthropy, etc.
Strategic SMART Goal

**Progress Measurement Criteria:**
Assessment of reports used for decision-making. - Assessment of report utilization. - Number of reports generated within an institutional data source using data analytics. - Number of reports generated across institutional data sources using data analytics. - Number of reports using predictive analytics. - Number of summary reports showing key indicators in a contemporary presentation format, e.g., dashboard format. - Number of individuals trained and using the supported data analytics platform and tools.
Progress Reporting Requirements

- Status Explanation (for strategic goal) as of period close
  - Narrative response containing highlights of Period 1 or 2 progress.
    - Yes or no responses to milestone achievements are generally covered in the narrative response.

Example progress narrative statement
“During 2022, the analytics unit expanded to provided reporting on student data, equity, diversity and inclusion (EDI), and Philanthropy. We hired additional personnel. EDI reporting is new in analytics, and now we are providing senior leadership with more information about their personnel, retention rates, hiring trends, etc.”
Progress Reporting Criteria

• Provide beginning value (quantitative) for this first report only.
  – Note: Data analysis will be conducted on this field in subsequent reports to indicate change.

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<thead>
<tr>
<th>Metric #*</th>
<th>Metric Description</th>
<th>Beginning Value</th>
<th>Value Type ($, %, G)</th>
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<tbody>
<tr>
<td>1</td>
<td>Number of Reports Generated Using data analytics</td>
<td>200</td>
<td>G</td>
</tr>
<tr>
<td>2</td>
<td>Number of Reports using Predictive Analytics</td>
<td>0</td>
<td>G</td>
</tr>
<tr>
<td>3</td>
<td>Number of KPIs using dashboard format</td>
<td>0</td>
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<tr>
<td>4</td>
<td>Number of Users Trained</td>
<td>600</td>
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*IESPA Generated
## Period-End Progress Update

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<th>Metric Description</th>
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<th>Period 1 Update</th>
<th>% Change</th>
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* IESPA-generated
Progress Reporting

Live SPIIMS Demo
Strategic Plan Implementation Timeline and Deliverables
Implementation and Reporting

Periodic Campus Reporting:

• The Provost Office will provide updates (The UMB Dashboard) periodically

• Communicate successes and challenges to internal and external constituencies.
### UMB Strategic Plan Implementation Timeline

<table>
<thead>
<tr>
<th>Period 1: July 1, 2022 to December 31, 2022</th>
<th>Date</th>
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<tbody>
<tr>
<td>SPIMS Opens for Period 1 Progress Reporting</td>
<td>12/1/2022*</td>
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<tr>
<td>Semi-annual Progress Report due</td>
<td>1/15/2023</td>
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<tr>
<td>Progress Reporting Period Closes</td>
<td>1/31/2023</td>
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<table>
<thead>
<tr>
<th>Period 2: January 1, 2023 to June 30, 2023</th>
<th>Date</th>
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<tr>
<td>SPIMS Opens for Progress Reporting</td>
<td>4/15/2023</td>
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<tr>
<td>Year-end Progress Report Due</td>
<td>7/15/2023</td>
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<tr>
<td>FY24 AIP Due</td>
<td>7/15/2023</td>
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<tr>
<td>FY24 Risk Assessment Due</td>
<td>7/15/2023</td>
</tr>
<tr>
<td>Progress Reporting Period Closes</td>
<td>7/31/2023</td>
</tr>
</tbody>
</table>

*Date revised*
Q&A
For More Information

Office of Institutional Effectiveness, Strategic Planning, and Assessment

www.umaryland.edu/iespa

UMB 2022 – 2026 Strategic Plan

www.umaryland.edu/about-umb/strategic-plan

Enterprise Risk Management

https://www.umaryland.edu/about-umb/offices/enterprise-risk-management/