The following provides guidance for writing program plans:

Title: Please include program name and the planning year in the title.

Plan Type: Program Plan

OPR: List the Office of Primary Responsibility for the program.

Collaborative Group(s): List the other groups around campus that are involved in accomplishing the tasks of the program.

References: List all relevant policies, regulations, etc. (LRCCD polices and regulations, other applicable policies and regulations, LRCCD plans, SCC governance direction, accreditation references, etc.)

PURPOSE and OBJECTIVES:

Purpose: State the overall purpose or mission of the program and its role(s) across the college. Indicate the purpose of the current plan in terms of the general activities and time period that it covers. You may want to add some history about the program and its function in the College if that is appropriate.

Objectives: Briefly state the program objectives for this planning cycle. This answers the question “what does your program plan to do over the next year?” You will want to consider the following when writing the objectives:

- These objectives should align with and support the College Goals.
- You will want to write your objectives so that the outcomes measures can be easily described later in the program plan.
- You will want to write the objectives so that they align with the resource requirements that you will list later in the program plan. In times of budget constraints, you may want to write you objectives in such a way that you can indicate resource requirements in “stages” from the minimum that would be useful to the amount needed to fully implement all objectives at a maximum level.

PROCEDURES:

Explain the overall procedures that the program uses to fill its purpose and implement its objectives. This answers the question “How will you achieve the objectives that you listed above?” These paragraphs should include actual timelines and may include references to resources. It may be helpful to include a table showing the tasks.
undertaken by your program, the timeline of each task, and who is responsible for completing the task as shown below:

<table>
<thead>
<tr>
<th>Procedure or task</th>
<th>Time line</th>
<th>Responsible person(s)</th>
<th>Comments</th>
</tr>
</thead>
</table>

You will want to set this up so that it aligns with the objectives that you outlined earlier in the plan and with the resource requirements that you will outline later in the program plan.

**MEASURES OF MERIT / OUTCOME MEASURES:**
These are measures that will let you know if you have successfully implemented your objectives. Each objective should be measured by one or more of these metrics.

**RESOURCE REQUIREMENTS:**
State the resources (financial, facilities, and IT) that are needed to implement your program objectives. In time of budget constraints, you may want to write this section so that you indicate “stages” of resource requirements the minimum that would be useful to the amount needed to fully implement all objectives at a maximum level.

Be sure to clearly link your resource requirements to the objectives and procedures that you stated earlier in the program plan. You can use a variety of formats to do this. For example, you could include a table with heading like the one below.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Outcome</th>
<th>Resource Requirements</th>
<th>Projected Costs</th>
</tr>
</thead>
</table>

**DATE:** (including data if the original plan and of annual updates)

**REVIEW CYCLE:** Annual