

INDIVIDUAL WORK PLAN TEMPLATE

OVERALL GOAL: *This statement represents the overarching goal of your work that guides and facilitates departmental or college-wide objectives.*

Goal 1: *Please state your individual annual goals for the 10-11 and 11-12 academic years. Please include all major goals.*

Activities	Resources	Outcomes	Timeline	Evaluation	Data
Describe the activities that support work plan (This is what you do)	Resources you will use or will need, to carry out effectiveness of the activity	What you hope to achieve as a result of the work activity	The time frame of the work activity	Frequency of review - monitoring the work activities effectiveness	Documentation of current evidence or future data gathering

Goal 2:

Activities	Resources	Outcomes	Timeline	Evaluation	Data
Describe the activities that support work plan (This is what you do)	Resources you will use or will need, to carry out effectiveness of the activity	What you hope to achieve as a result of the work activity	The time frame of the work activity	Frequency of review - monitoring the work activities effectiveness	Documentation of current evidence or future data gathering