



DEPARTMENT NAME
ADMINISTRATIVE UNIT REVIEW: ANNUAL REPORT

Part 5: Data Findings

Briefly describe the data you found as a result of collected data. Using text, tables, charts or other methods to succinctly describe the data.

Goal or Outcome 1: List the goal or outcome text.

- List the data associated with goal or outcome 1 here. Note if you were unable to measure it this year.

Goal or Outcome 2: List the goal or outcome text.

- List the data associated with goal or outcome 2 here. Note if you were unable to measure it this year.

Goal or Outcome 3: List the goal or outcome text.

- List the data associated with goal or outcome 3 here. Note if you were unable to measure it this year.

Repeat the above if you have additional goals or outcomes as part of your plan.

Part 6: Data Analysis

Use this section to analyze or describe the data. While you do not have to respond to each of these, some ideas to guide your discussion include:

- What do the data suggest about your department's effectiveness?
- Which measurements are strong and affirming?
- Were there internal or external factors that affected your data?
- Do you need to adjust your measurement tool to better assess your goals or outcomes?

Part 7: Action Plan

Use this section to describe what you plan to do as a result of the data analysis. While you do not have to respond to each of these, some questions to guide your response could include:

- Is there a need for a new goal or outcome?

- Do you need to adjust the current goals or outcomes?
- Identify the actions and improvements that your department is committing to over the next year to help you accomplish your outcomes.