

THREE YEAR INSTITUTIONAL PLANNING (IP3) TIME LINE

for

FISCAL YEARS 2004 & 2005

Calendar Year 2003		
Date	Activity	Responsible Party
July/Aug	Approved Recommendations integrated into "Three Year Planning Process for Triton College"	Committee Chair
Aug 21	Committee Meeting: Introduction of new Chair, plan College Hour introduction of FY05 Priorities and Objectives to campus community. Discuss: Time Line for FY05 planning process, environmental scan, assessment of FY04 process and Institutional Initiatives	Executive Committee
Aug 22	Faculty Workshop-President discusses IP3	
Aug/Sept	Amended "Three Year Planning Process for Triton College" distributed to administrators	Committee Chair
Sept 1 – Nov 3	Public information activities designed to inform campus community of, and encourage participation in, IP3 process	Executive Committee & Marketing
Sept 10	Final review and approval of FY 04 Budget	Finance Committee
Sept 18	College Hour: Presentation and discussion of FY05 Priorities and Objectives to campus community . . . IP3 information sharing forum	Executive Committee
Sept 23	Ratification of final FY 04 Budget	Board of Trustees
Sept 24 – Oct 1	Receipt of final FY 04 Budget	Executive Committee
Sept 24 – Oct 1	Review of final FY 04 Budget	Executive Committee
Sept 24	Receipt of comments on FY 05 Priorities and Objectives	Executive Committee
Sept 30	Environmental Scan draft presented to Executive Committee	Research Department
Oct 1	Results of FY04 IP3 reported to campus community . . . Funded Initiatives identified information posted to IP3 site on Triton web page	Executive Committee & Creative Services
Oct 1	Action Plan template available on web for entering IP3 projects	Information Systems
Oct 1	Assessment of FY04 process and Institutional Initiatives begins	Executive Committee and Research Dept
Nov 3	Submission of Action Plans to Executive Committee completed	Campus Community
Nov 3	Action Plans distributed to Priority Committees for consolidating and prioritizing (Plans must be developmental, cover at least a three year period beginning July 1, 2004 and contain a three year budget. Plans not meeting these requirements will be returned to submitter for editing and resubmission)	Executive Committee & Information Services

Date	Activity	Responsible Party
Nov 3	Action Plans distributed to Deans and Managers for consolidating and prioritizing	Executive Committee & Information Services
Nov 3	All submitted Action Plans posted to web	Information Systems & Creative Services
Nov 3 - 14	Action Plan submitters informed that their submissions have been received, posted to the web and distributed to the appropriate Priority Committee and Dean or Manager for review	Executive Committee
Nov 3 – Dec 1	Action Plans reviewed, evaluated, critiqued and prioritized. In consultation with appropriate Priority Committee, return plans to submitters with recommendations for further development and consolidation. Work collaboratively with Priority Committees, submitters and other appropriate individuals.	Deans and Managers
Nov 3 - Dec 12	Action Plans reviewed, evaluated, critiqued and prioritized. Plans returned to submitters with recommendations for further development and consolidation. Work collaboratively with Deans, Managers, submitters and other appropriate individuals.	Priority Committees
Dec 1	Recommendations and comments presented to Priority Committees	Deans and Managers
Dec 12	Prioritized Action Plans presented to Executive Committee	Priority Committees
Dec 15	Revised Action Plans posted to web	Information Systems & Creative Services
Dec 15 -19	Action Plan submitters informed that revised Action Plans have been posted to the web	Executive Committee
Dec 19	Assessment of FY 04 Institutional Initiatives and IP3 process completed, summary report prepared and presented to Executive Committee	Research Department
Calendar Year 2004		
Jan 5	Review Priority Committee recommendations and prioritized Actions Plans, including budgets for recommended funding	Executive Committee
Jan 5 - 12	FY 04 Assessment Summary Report made available to Campus Community	Executive Committee
Jan 5 - 12	FY 04 Assessment Summary Report posted to IP3 site on Triton web page	Information Systems
Jan 6 - 30	Unit/Area Mission Statements to be included in Tentative and Final Budget Booklets submitted on disk to Marianne Mayer for review by Vice Presidents	Unit Administrators
Jan 12	Prioritized Action Plans, including proposed budgets, submitted to President with recommendation for funding	Executive Committee
Jan 12 -30	Submitters and Campus Community informed of results of IP3 for FY 05 . . . approved Institutional Initiatives announced	Executive Committee, Information Systems & Creative Services
Feb 6	Distribution of Personnel booklet and information	Human Resources
Feb 6	Construction Project request forms distributed	Business Office
Feb 12	Review of unit/area mission statements to insure alignment with Institutional Priorities	Executive Committee
Feb 16	Personnel booklets completed and returned to Human Resources, including all IP3 personnel requests for FY 05	Business Office

Date	Activity	Responsible Party
Feb 20	All fixed costs (contractual obligations) are due to the Business Office	HR & Business Office
Feb 27	All fixed costs entered and completed	Business Office
March 1	Construction requests due to business office	
March 19	Auxiliary Fund Revenue projection due to Area Vice Presidents	Business Office
March 31	Main Page of Budget Planning Document with area manager's approvals submitted to appropriate Vice President for final approval prior to entry into Administrative System	Business Office
April 2	Distribution of Budget Printout (BUD/P107) from RALPH. Printout provides current snapshot of cost centers with personnel	Business Office
April 5 - 9	All approved non-personnel items entered into RALPH and verified as to accuracy	Deans' staff and other budget planners
April 12	Verification of accuracy of their budgets	Administrators
April 29 - May 30	Budget reviewed. Changes made and verified, if necessary	Vice Presidents
April 29	Meeting to review budget changes	Executive Committee
May 2-20	Preparation of tentative Budget for Board of Trustees and Finance Committee review	Business Office
May 29	Tentative Budget to Board of Trustees, Finance Committee and Libraries	Business Office
June 2	Tentative Budget review	Finance Committee
June 15	Tentative Budget approved	Board of Trustees
June 1 - Aug 17	Review of Budget and recommendations for changes, if needed	Executive Committee
July 20	Public hearing on Tentative Budget	Board of Trustees
July 1 - Aug 6	Review and reallocation of FY 05 budget funds	Business Office
Aug 6 - 20	Preparation of Final Budget for Board of Trustees and Finance Committee review	Business Office
Sept 8	Final review and approval of FY 05 Budget	Finance Committee
Sept 21	Ratification of Final FY 05 Budget	Board of Trustees
Sept 24 - Oct 1	Executive Committee receives final FY 05 Budget	Business Office
Sept 24 - Oct 1	Review of final FY 05 Budget	Executive Committee