

## Instructions for Blueprint Format

The blueprint should be an outline of a department's plans to accomplish the unit's top-priority goals. Goals may be related to continuous improvement of existing operations, and/or may include new goals and initiatives. Include the goals that provide the best representation of the mission of your unit, and include enough detail on initiatives and KPIs to provide a helpful guide for the work of the unit.

1. **Departmental Mission Statement:** (If a department-specific mission statement has been developed, include it here.)
2. **Departmental Vision Statement:** (If a department-specific vision statement has been developed, include it here.)
3. **Goals:** (For each department goal included in the blueprint, include the following information.)
  4. **Link** the Department goal to the Division Goal and Outcome with which it is most closely aligned.
  5. **Initiative:**
    - a. If a Department Initiative is linked to a different Division Goal and/or Outcome than its corresponding Department Goal, state the appropriate Division Goal and Outcome here.
6. **KPI (Key Performance Indicators)**
  - a. KPIs in Planning blueprint
  - b. KPIs Performance blueprint
  - c. Analysis of KPIs in performance blueprint
7. **KPI Method** (Recommended, not required)

Repeat 5, 6 & 7 for each Initiative.

Repeat 3,4,5,6,7 for each department goal.