**Action Plan for 2019 – 2023**

**Follow up on Programme Reviews initiated in 2018**

< name of university and faculty/institute/campus >

**Section 1. Introduction**

Please include the following:

* Date of submission of SERs to QAC
* Dates of site visits
* Dates of receipt of final reports (for concurrence) from Dean
* Process followed in preparing action plan

**Section 2. SWOT analysis of commendations and recommendations in review reports**

Analyze the commendations and recommendations in all the final reports for reviews initiated in 2018, and relate them to Strengths and Weaknesses in your faculty or Opportunities and Threats that arise from outside the university or faculty

**Section 3. Activities designed to address recommendations**

1. Based on the SWOT analysis, identify activities for implementation of the recommendations in the review report.
2. Identify key performance indicators for each activity and sub-activity and the officer responsible for implementation of each activity, and for reporting on progress.

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| --- | --- | --- | --- |
| **Proposed activity / sub-activity** | **Relevant recommendation in Review Report or item in your SWOT analysis** | **Relevant key performance indicator** | **Responsible officer** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Section 4. Action plan for implementation of proposed activities**

1. Align the proposed activities with your University’s Corporate / Strategic Plan and list them under the most appropriate goals and strategies in the university’s Corporate Plan for 2019 – 2023.
2. Present the Action Plan according to the format given in Annex 1

**Format for Action Plan**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal 1 of University Corporate Plan: …………………………………….** | | | | | | | | |
| **Proposed activity / Sub-activity** | **Activity number in Corporate Plan** | **Start date (mm/yyyy)** | **End date**  **(mm/yyyy)** | **Annual targets for key performance indicator** | | | | |
| **2019** | **2020** | **2021** | **2022** | **2023** |
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| **Goal 2 of University Corporate Plan: …………………………………….** | | | | | | | | |
| **Proposed activity / Sub-activity** | **Activity number in Corporate Plan** | **Start date (mm/yyyy)** | **End date**  **(mm/yyyy)** | **Annual targets for key performance indicator** | | | | |
| **2019** | **2020** | **2021** | **2022** | **2023** |
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| **Goal 3 of University Corporate Plan: …………………………………….** | | | | | | | | |
| **Proposed activity / Sub-activity** | **Activity number in Corporate Plan** | **Start date (mm/yyyy)** | **End date**  **(mm/yyyy)** | **Annual targets for key performance indicator** | | | | |
| **2019** | **2020** | **2021** | **2022** | **2023** |
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| **Goal 4 of University Corporate Plan: …………………………………….** | | | | | | | | |
| **Proposed activity / Sub-activity** | **Activity number in Corporate Plan** | **Start date (mm/yyyy)** | **End date**  **(mm/yyyy)** | **Annual targets for key performance indicator** | | | | |
| **2019** | **2020** | **2021** | **2022** | **2023** |
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