

**Periodic Administrative Unit Review: 2020–2025 Cycle  
Continuous Improvement Documentation**

Unit/Division:

<b>Joint Action Plan: Stage One No Additional Resources Required</b>			
<b>Recommended Improvements</b> based on assessment results	<b>Responsible Person or Organization</b>	<b>Timeframe in which item(s) are to be addressed</b>	<b><u>Did the unit accomplish what was intended?</u></b> <b>If Yes: what led to that</b> <i>(provide relevant quantitative/qualitative data)</i> <b>If No: Why not?</b> <i>(gaps/continuing actions)</i>  <b>Be as specific as possible</b> <i>(what was done, who implemented, when, etc.)</i>
<b>Fiscal &amp; Environmental Sustainability</b>			
<b>Process / Procedure Improvements</b>			
<b>Staffing</b>			

**Joint Action Plan: Stage Two  
Additional Resources Required**

<b>Recommended Improvements</b> based on assessment results	<b>Monetary Resources Requested</b>	<b>Responsible Person or Organization</b>	<b>Timeframe in which item(s) are to be addressed</b>	<p align="center"><b><u>Did the unit accomplish what was intended?</u></b>                      If Yes: what led to that <i>(provide relevant quantitative/ qualitative data)</i>                      If No: Why not? <i>(gaps/ continuing actions)</i>                       Be as specific as possible <i>(what was done, who implemented, when, etc.)</i></p>
<b>Updated Equipment/ Technology</b>				
<b>Process / Procedure Improvements</b>				
<b>Facilities / Physical Space</b>				
<b>Fiscal &amp; Environmental Sustainability</b>				

How did these assessment results help inform new initiatives or potential focus? Did these results inform the unit's annual goals or other planning? Briefly explain.