# Crafton Hills College
# Progress Report on Plan at Action Level

*Instructions*
1. This form may be used for periodic progress reports on plans that include actions/activities or the equivalent in addition to goals and objectives (e.g., the CHC Educational Master Plan).
2. Complete all the information in the Entity table. The *Entity* is the committee or other group responsible for the plan.
3. Complete the information in the Goal and Objective tables, which may be copied and pasted as needed to accommodate all the goals and all the objectives under each goal on which you are reporting.
   a. Please enter a *Revised Timeline/Deadline* only if the analysis of progress to date on that objective clearly demonstrates the need for it.
   b. If any *Actions/Activities* and/or *Measurements/Documentation of Progress* suggested by the original planning group have been pre-entered, you may edit them as needed.
   c. List all major *Actions/Activities* that are completed, underway, scheduled, or planned. If you need space for more actions/activities, add lines as needed to the table.
   d. In the *Status Code* column, indicate whether each action/activity is Completed, Underway, Scheduled, or Planned.*
   e. In the *Progress Description* column, briefly describe your progress on each action/activity that is Underway.
   f. In the *Measurements/Documentation of Progress* column, identify the written evidence you will use to demonstrate your progress on each action/activity.

| Entity | Plan Name | Name of Preparer | Date |
|---|---|---|---|
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| Goal | |
|---|---|
|  |  |

| Objective | | Original Timeline/Deadline | Revised Timeline/Deadline | Point Person or Group |
|---|---|---|---|---|
|  |  |  |  |  |

| Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)* | Status Code* | Progress Description | Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)* |
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| Goal | |
|------|---|

| Objective | | Original Timeline/Deadline | Revised Timeline/Deadline | Point Person or Group |
|-----------|---|----------------------------|---------------------------|-----------------------|
| | | | | |

| Actions/Activities<br>*(Edit as needed to reflect actual accomplishments or plans)* | Status Code* | Progress Description | Measurements/Documentation of Progress<br>*(Edit as needed to match Actions/Activities)* |
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