Crafton Hills College
Progress Report on Plan at Objective Level

Instructions
1. This form may be used for periodic progress reports on plans that include goals and objectives or the equivalent, but do not require actions/activities (e.g., program review or annual planning Three-Year Action Plans).
2. Complete the information in the Entity table. The *Entity* is the unit, 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. In the *Status Code* column, indicate whether work on each objective is Completed, Underway, Scheduled, or Planned.*
   b. In the *Progress Description* column, briefly describe your progress on each objective for which work is Underway.
   c. Please enter a *Revised Timeline/Deadline* only if the analysis of progress to date on that objective clearly demonstrates the need for it.

Entity	Plan Name	Name of Preparer	Date

Goal	

Objective	Point Person or Group	Original Timeline/ Deadline	Status Code*	Progress Description	Revised Timeline/ Deadline

Objective	Point Person or Group	Original Timeline/ Deadline	Status Code*	Progress Description	Revised Timeline/ Deadline

Objective	Point Person or Group	Original Timeline/ Deadline	Status Code*	Progress Description	Revised Timeline/ Deadline

Goal	

Objective	Point Person or Group	Original Timeline/ Deadline	Status Code*	Progress Description	Revised Timeline/ Deadline

Objective	Point Person or Group	Original Timeline/ Deadline	Status Code*	Progress Description	Revised Timeline/ Deadline

* Status Code: C = Work is Completed, U = Work is Underway, S = Work is Scheduled to begin on a reasonably firm date, P = Work is Planned but not yet firmly scheduled

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Objective	Point Person or Group	Original Timeline/ Deadline	Status Code*	Progress Description	Revised Timeline/ Deadline

Goal	

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Goal	

Objective	Point Person or Group	Original Timeline/ Deadline	Status Code*	Progress Description	Revised Timeline/ Deadline

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