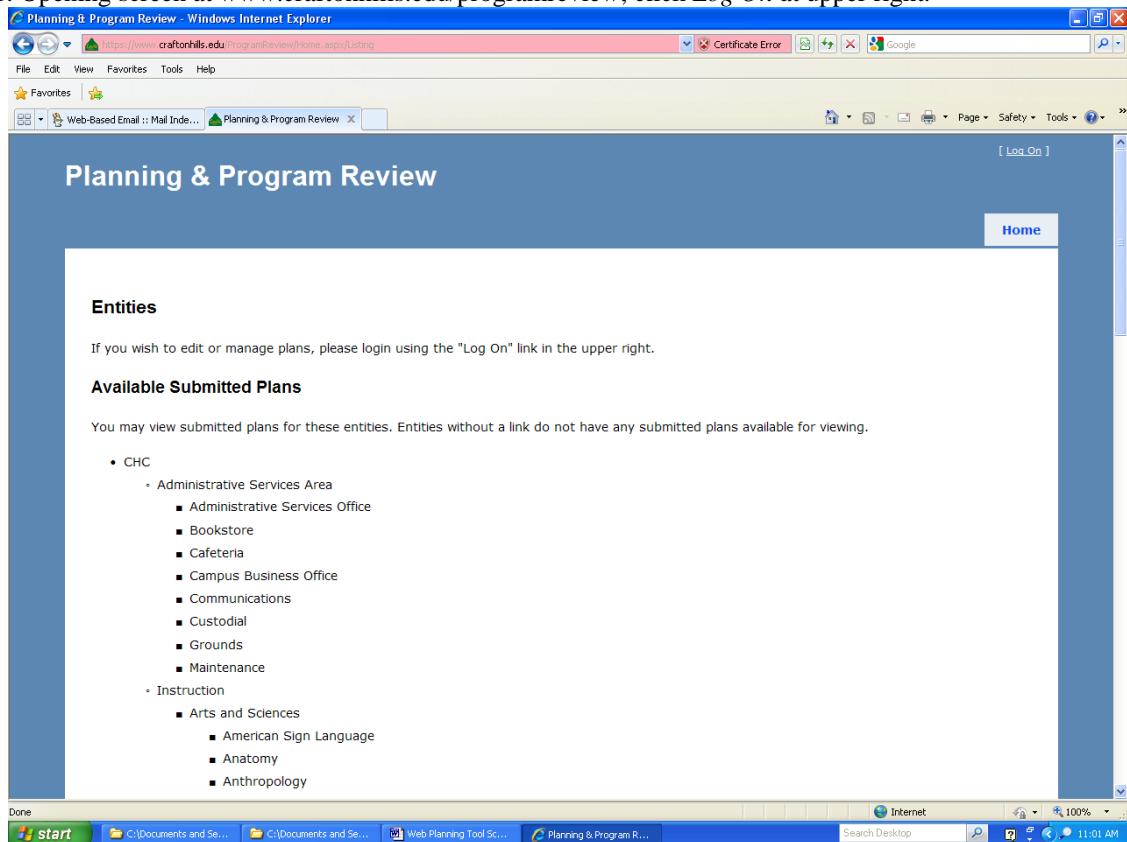


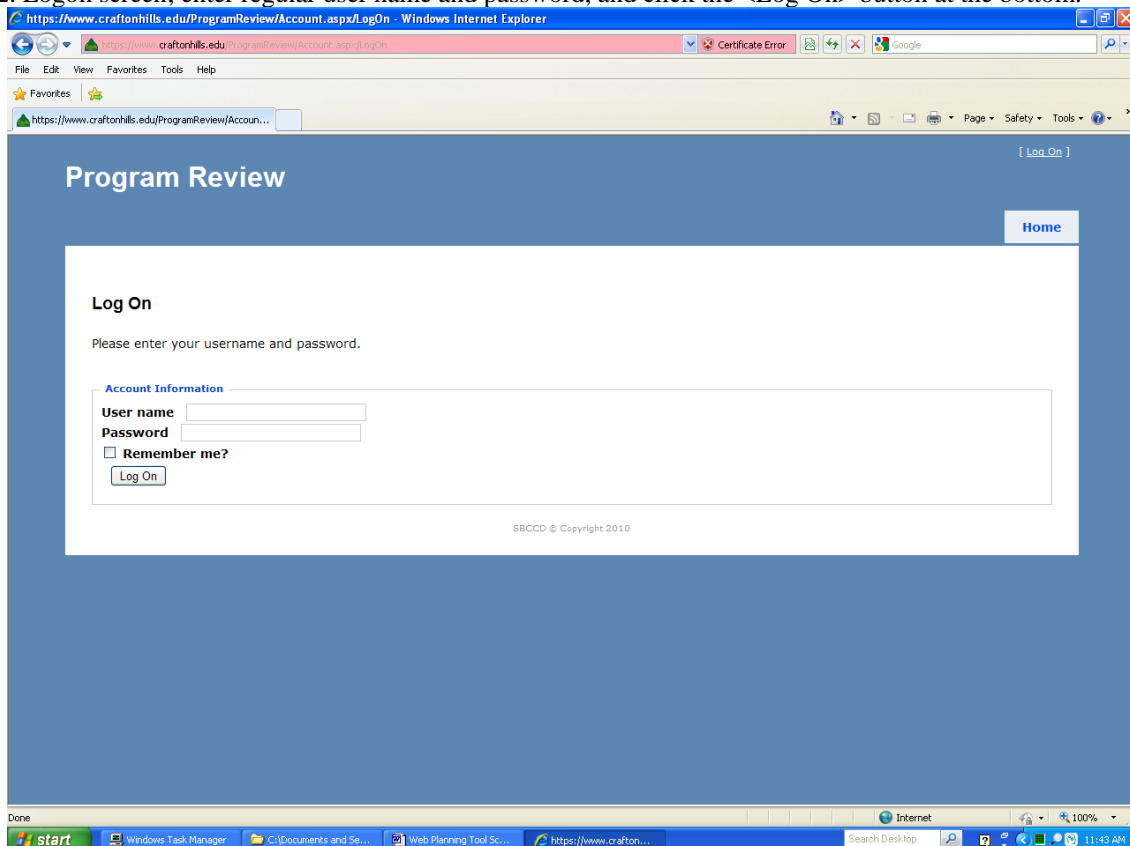
CHC WebPPR: The Basics, with Screen Samples

Note: WebPPR has many new features, so it might change during this shakedown cruise, which means that some of these screenshots might become inaccurate. Please be patient, and if you experience problems that your unit leader can't resolve, contact the new Help Desk at 877-241-1756 or stac.sbccd.org. Thank you!

1. Opening screen at www.craftonhills.edu/programreview; click *Log On* at upper right.

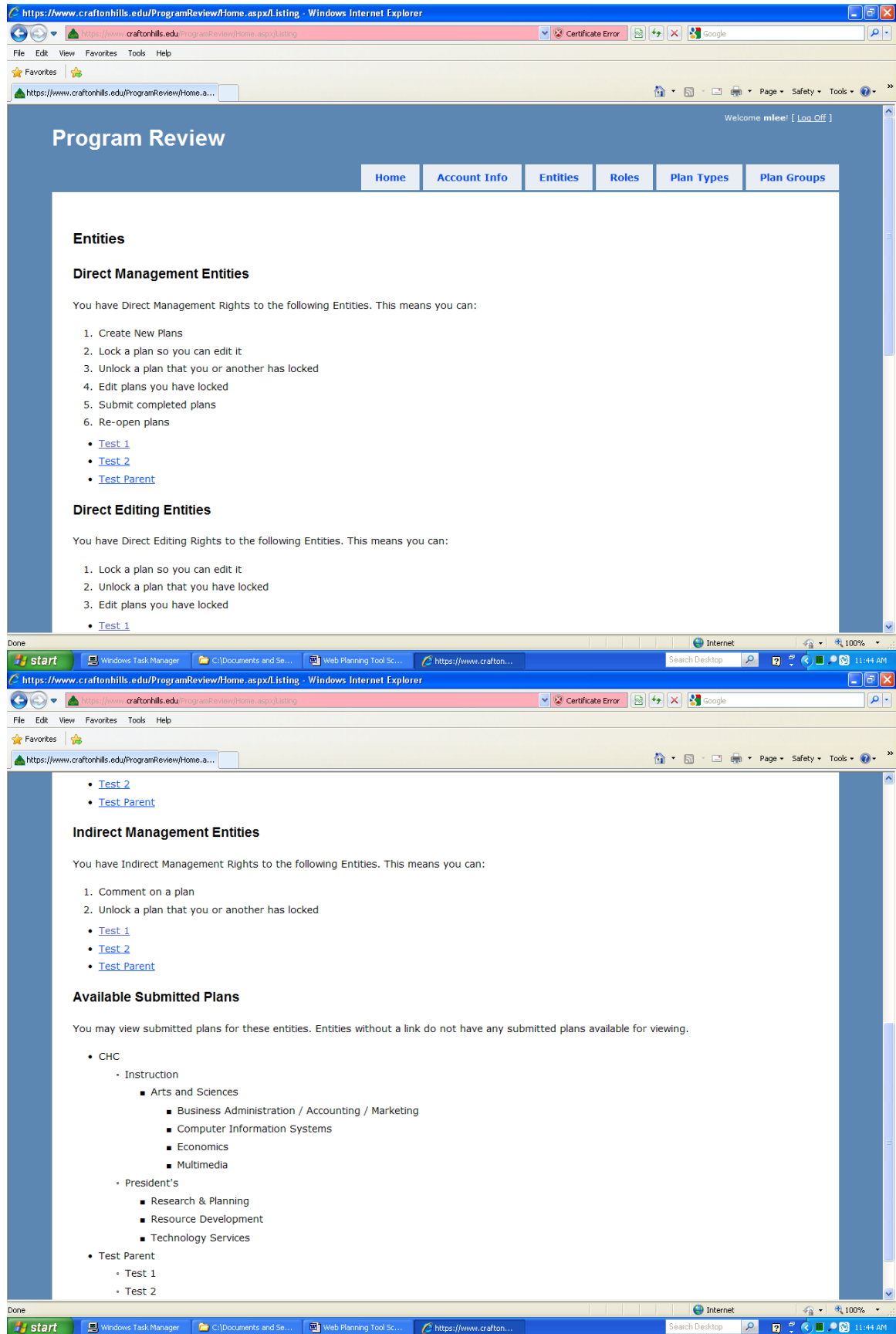


2. Logon screen; enter regular user name and password, and click the <Log On> button at the bottom.

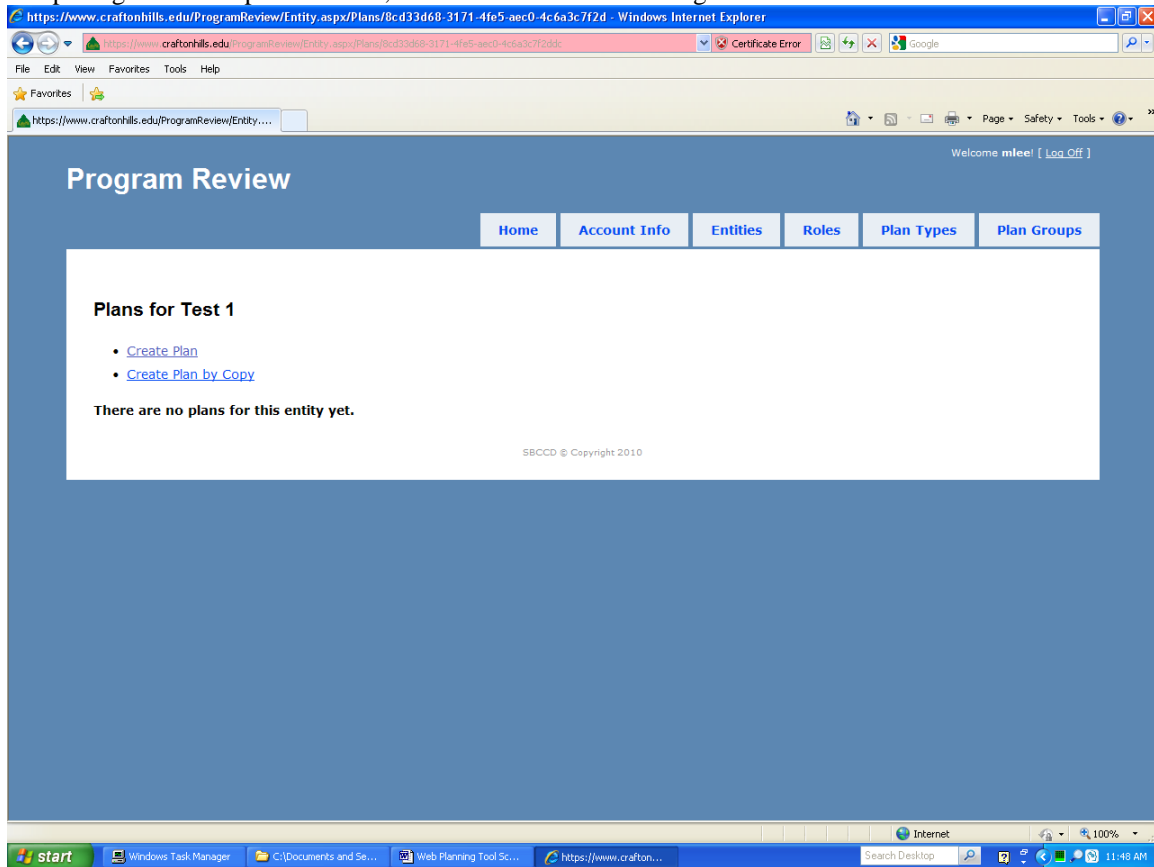


Note: See the *CHC Integrated Planning and Program Review Handbook* for details on the whole process.
Page 1 of 22

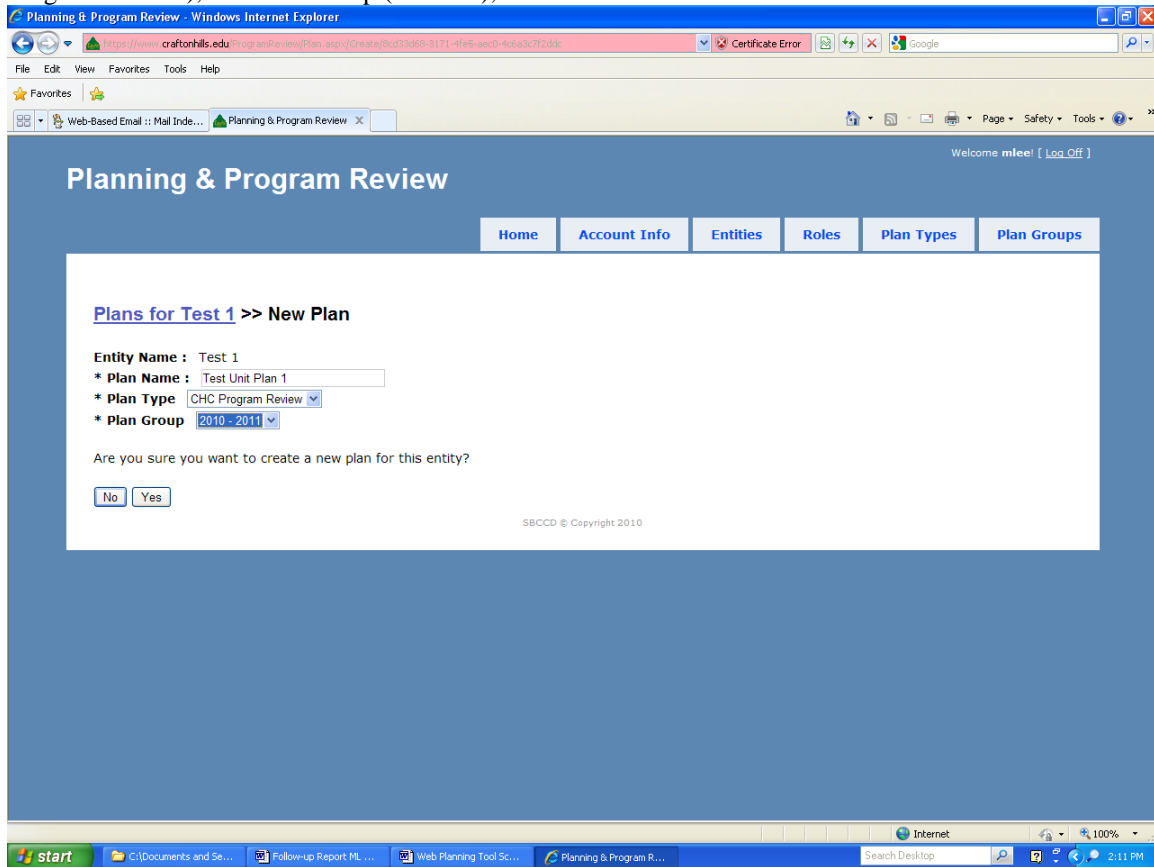
3. Opening screen after logon, parts 1 and 2; shows editing and management rights and available submitted plans. I clicked on *Test1* link in Direct Management section, so I can create a plan (as a unit leader would) on the next screen.



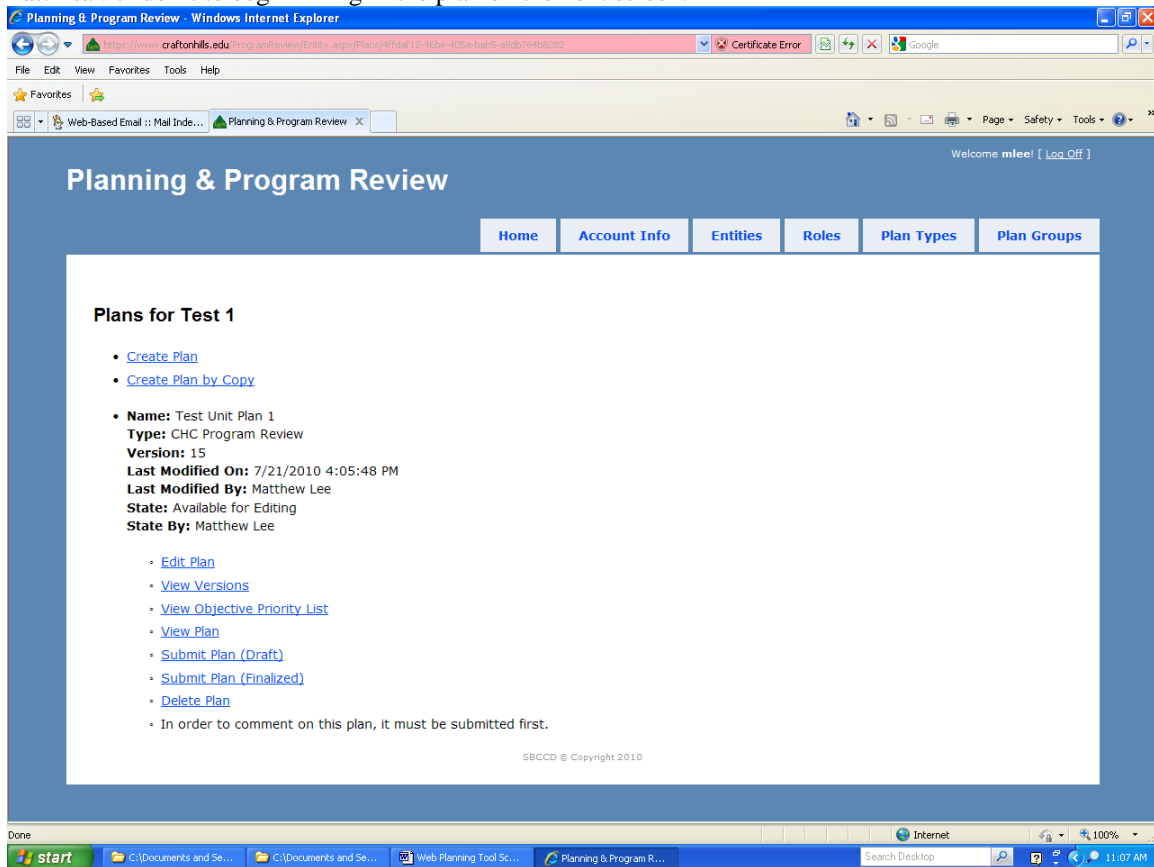
4. Opening screen for plan creation; I clicked on *Create Plan* to go to next screen.



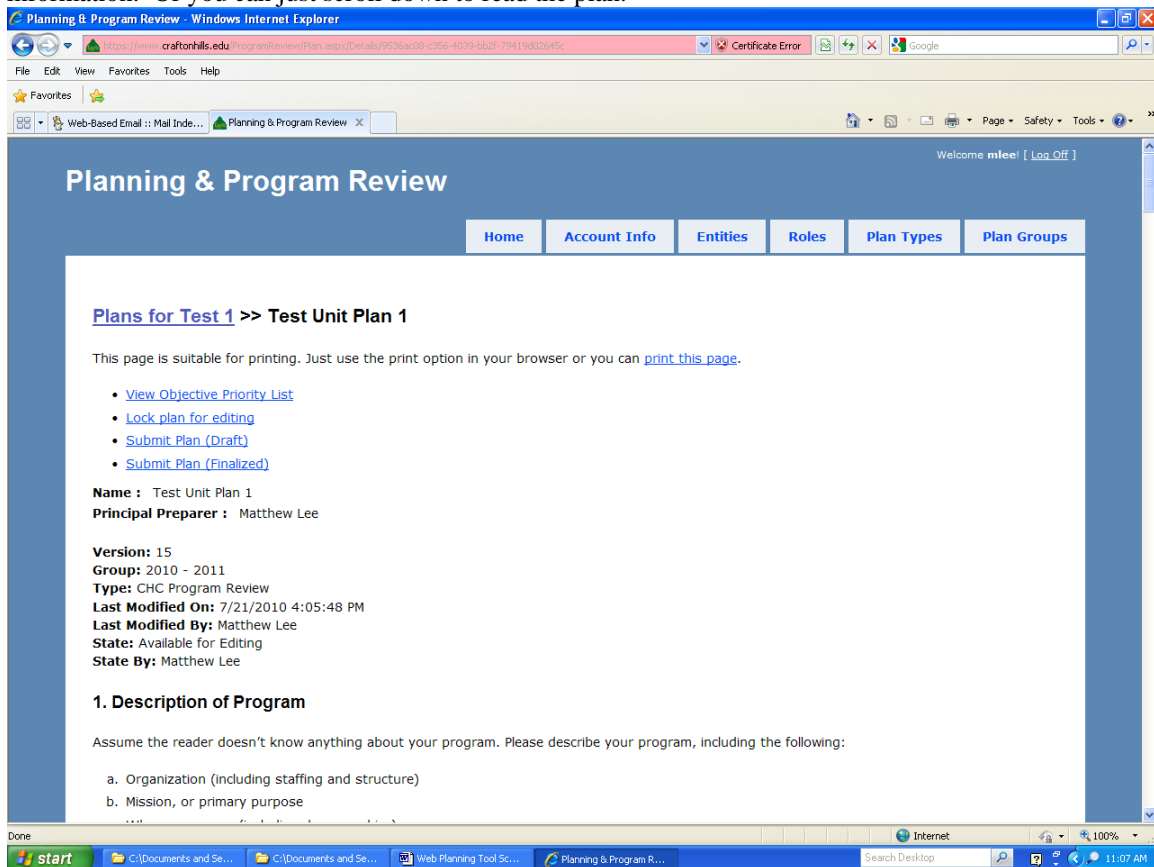
5. Plan creation screen, for unit leaders. I entered a Plan Name (Test Unit Plan 1), Plan Type (CHC Program Review), and Plan Group (2010-11), then clicked the <Yes> button.



6. Back to the opening screen for plan creation or editing. The plan I just created now appears; I clicked on *Edit Plan* under it to begin filling in the plan on the next screen.



7. If the plan is not already locked, click *Lock plan for editing* on this screen, so that you can begin entering information. Or you can just scroll down to read the plan.



8. Edit Tasks screen, parts 1 and 2 of many; this is your base for all editing and submission functions. I first clicked on *Edit texts for plan*.

The screenshot displays the 'Planning & Program Review' web application in Internet Explorer. The page title is 'Plans for Test 1 >> Test Unit Plan 1'. A navigation menu includes 'Home', 'Account Info', 'Entities', 'Roles', 'Plan Types', and 'Plan Groups'. The main content area shows a list of actions: 'View Objective Priority List', 'Submit Plan (Draft)', 'Submit Plan (Finalized)', 'Unlock plan', 'Edit texts for plan', 'Edit supporting documents for plan', 'Edit goals/objectives/actions/activities for plan', and 'Edit resource requests for plan'. Below this is a metadata section for 'Test Unit Plan 1' prepared by Matthew Lee, version 19, for the 2010-2011 CHC Program Review, last modified on 8/6/2010. The page is currently 'Locked for Editing'.

1. Description of Program

Assume the reader doesn't know anything about your program. Please describe your program, including the following:

- Organization (including staffing and structure)
- Mission, or primary purpose
- Whom you serve (including demographics)
- What kind of services you provide
- How you provide them

Below the list is a text input area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla egestas auctor quam ac malesuada. Cras convallis lorem ac est euismod gravida. Vivamus lorem orci, ultricies eget bibendum sit amet, egestas ut turpis. Aliquam eros nisi, hendrerit feugiat vestibulum in, scelerisque sit amet orci. Vivamus cursus orci eget ante suscipit a consequat risus cursus. Nunc gravida sapien erat. Nunc rhoncus sagittis diam, et tincidunt dolor tincidunt vel. Cras aliquam, velit non condimentum vestibulum, sem ante imperdiet velit, ac vehicula magna massa vitae nisi. Morbi ut nulla turpis. Ut quis mi arcu.'

2. External Factors with Significant Impact

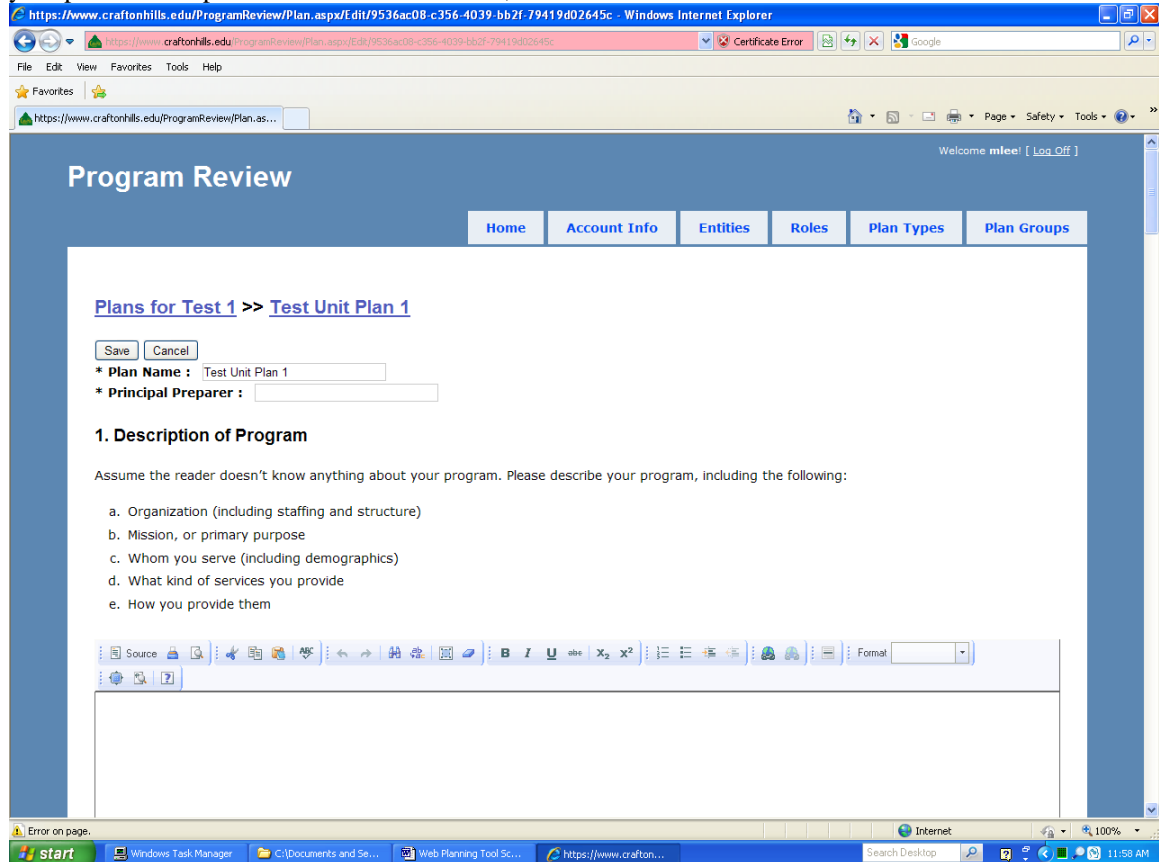
What external factors have a significant impact on your program? Please include the following as appropriate:

- Budgetary constraints or opportunities
- Service area demographics
- Requirements of four-year institutions
- Requirements of prospective employers
- Job market
- Developments in the field (both current and future)
- Competition from other institutions
- Requirements imposed by regulations, policies, standards, and other mandates

Below the list is another text input area containing placeholder text: 'Mauris erat ligula, porttitor pulvinar aliquet at, ultricies et augue. Aenean posuere odio ut velit consectetur gravida. Nullam sodales, metus iaculis varius commodo, erat turpis semper quam, a molestie nibh tellus a libero. Nulla condimentum, nibh non tincidunt adipiscing, lectus nulla bibendum'.

9. Edit Texts screen, which mirrors the program review form. This is where you create or edit most sections of the plan, either by cutting and pasting or by direct entry. The rudimentary word processor works best with straight text or outlines, not tables or graphics. Start by entering the principal preparer's name, and go section by section from there.

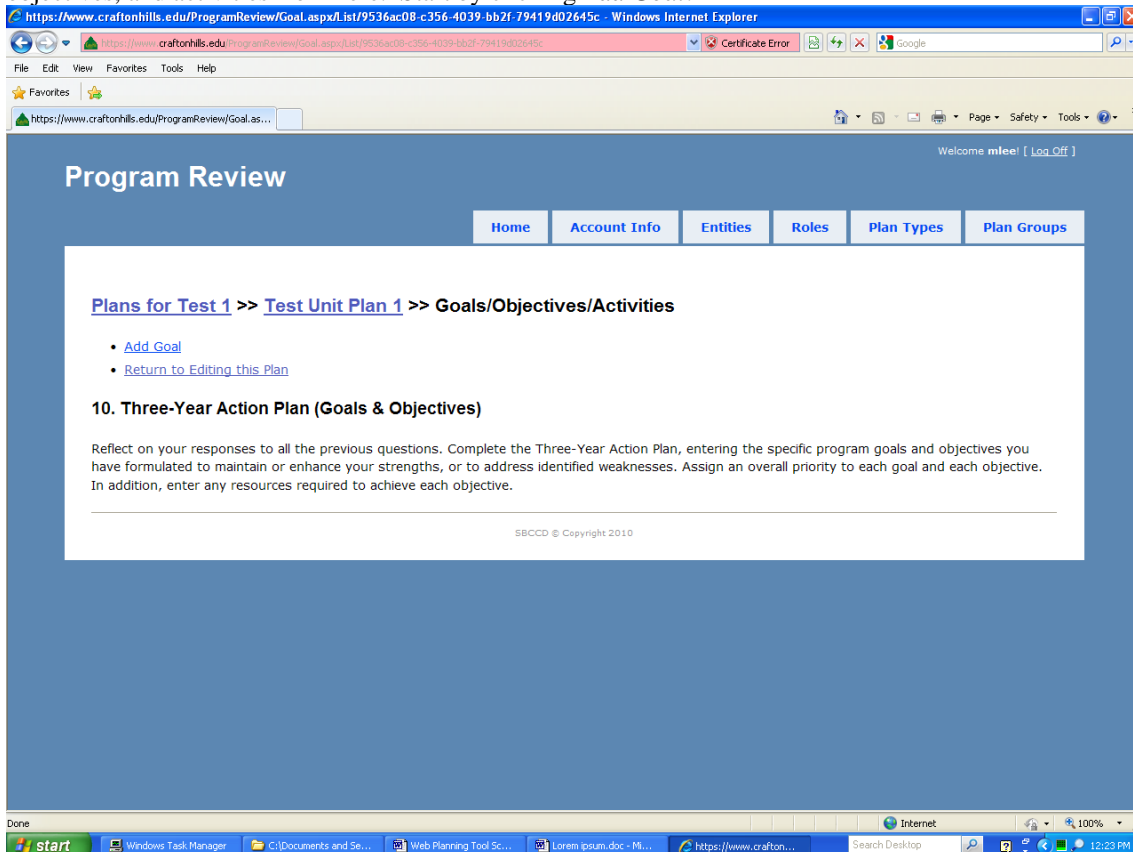
When you have finished editing for the time being, be sure to click on the <Save> button. After a moment, "Item Updated" will appear in green type at the top of the Edit Texts screen. Now you may continue entering or editing information here, or go back to Screen 8 to do other tasks by clicking on the name of your plan at the top of the screen—in this case, it's *Test Unit Plan 1*.



10. Now I have clicked on *Edit supporting documents for plan* on Screen 8. This is where you attach documents that are too long or complex to cut and paste directly into the section windows. Just click the <Browse> button to find your file, select it, and click <Submit>; repeat the process for each file you wish to attach. Be sure to refer to the attached document in the applicable section of your plan.



11. Now I have clicked on *Edit goals/objectives/activities for plan* on Screen 8. You'll work on all goals, objectives, and activities from here. Start by clicking *Add Goal*.



12. Now I have clicked on *Add Goal* on Screen 11, and have entered the name and description of my most important goal here, with a priority rank of 1. You can change both the order of appearance and the priority rank later if you wish, but entering the goals in priority order from the beginning makes the process easier. Click <Save> when you're done with this goal, and you'll go back to Screen 11.

Program Review

Welcome mlee1 [[Log Off](#)]

[Home](#) [Account Info](#) [Entities](#) [Roles](#) [Plan Types](#) [Plan Groups](#)

[Plans for Test 1](#) >> [Test Unit Plan 1](#) >> [Goals/Objectives/Activities](#)

New Goal

* Name : Increase number of students served

* Priority Rank : 1

Description :

Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec ac ornare mi. Vivamus luctus, urna id mollis commodo, nulla mauris accumsan mi, sit amet aliquam tellus quam a augue. Sed imperdiet diam a sapien dignissim id imperdiet ipsum sodales. Etiam in adipiscing nunc.

body p

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Error on page.

start Windows Task Manager C:\Documents and Se... Web Planning Tool Sc... Lorem ipsum.doc - Mi... https://www.crafton... Search Desktop 100% 12:30 PM

13. Now the goal is listed, and you can click on it to edit it if you wish. Click on the little plus (+) sign to its right to add objectives.

Program Review

Welcome mlee! [Log Off]

Home Account Info Entities Roles Plan Types Plan Groups

Goal Created

[Plans for Test 1](#) >> [Test Unit Plan 1](#) >> Goals/Objectives/Activities

- [Add Goal](#)
- [Return to Editing this Plan](#)

10. Three-Year Action Plan (Goals & Objectives)

Reflect on your responses to all the previous questions. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.

- 1 - Goal - [Increase number of students served](#) (Priority: 1) (+)

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14. I have named and described the objective, and assigned an overall priority, timeline, and responsible person to it. All the fields shown must be filled in for each objective. Don't worry about precise dates at this point; just pick a month to start, and an end month that represents a reasonable amount of time to reach the objective. Be sure to click <Save>.

The screenshot shows a web browser window displaying a "Program Review" application. The page title is "Program Review" and the user is logged in as "mlee1". The navigation menu includes "Home", "Account Info", "Entities", "Roles", "Plan Types", and "Plan Groups". The breadcrumb trail is "Plans for Test 1 >> Test Unit Plan 1 >> Goals/Objectives/Activities". The main section is titled "New Objective" and contains the following fields:

- * Name : Mount an awareness campaign.
- * Priority Rank : 1
- * Start Date : 09/01/2010
- * End Date : 03/31/2011
- * Responsible Person : John Smith

The "Description" field contains a rich text editor with the following text: "Nunc dui sapien, pulvinar nec lacinia id, pretium id leo. Duis eget lorem sapien, et tincidunt lacus. In lacinia tellus sed arcu semper sollicitudin. Suspendisse potenti. Donec at ligula diam. Phasellus eget nulla lectus, a iaculis nibh. Praesent et sem nisl. Ut id turpis sed lacus adipiscing lobortis. Suspendisse vel velit libero. Donec mollis mattis nunc sed gravida." Below the text area are "Save" and "Cancel" buttons. The footer of the page reads "SBCCD © Copyright 2010".

15. Now the objective is listed under the goal, and you can click on it to edit it if you wish. Click on the (+) sign to its right to add specific activities, which are optional but helpful in organizing the work on the objective.

Program Review

Welcome mlee! [[Log Off](#)]

[Home](#) [Account Info](#) [Entities](#) [Roles](#) [Plan Types](#) [Plan Groups](#)

Objective Created

[Plans for Test 1](#) >> [Test Unit Plan 1](#) >> Goals/Objectives/Activities

- [Add Goal](#)
- [Return to Editing this Plan](#)

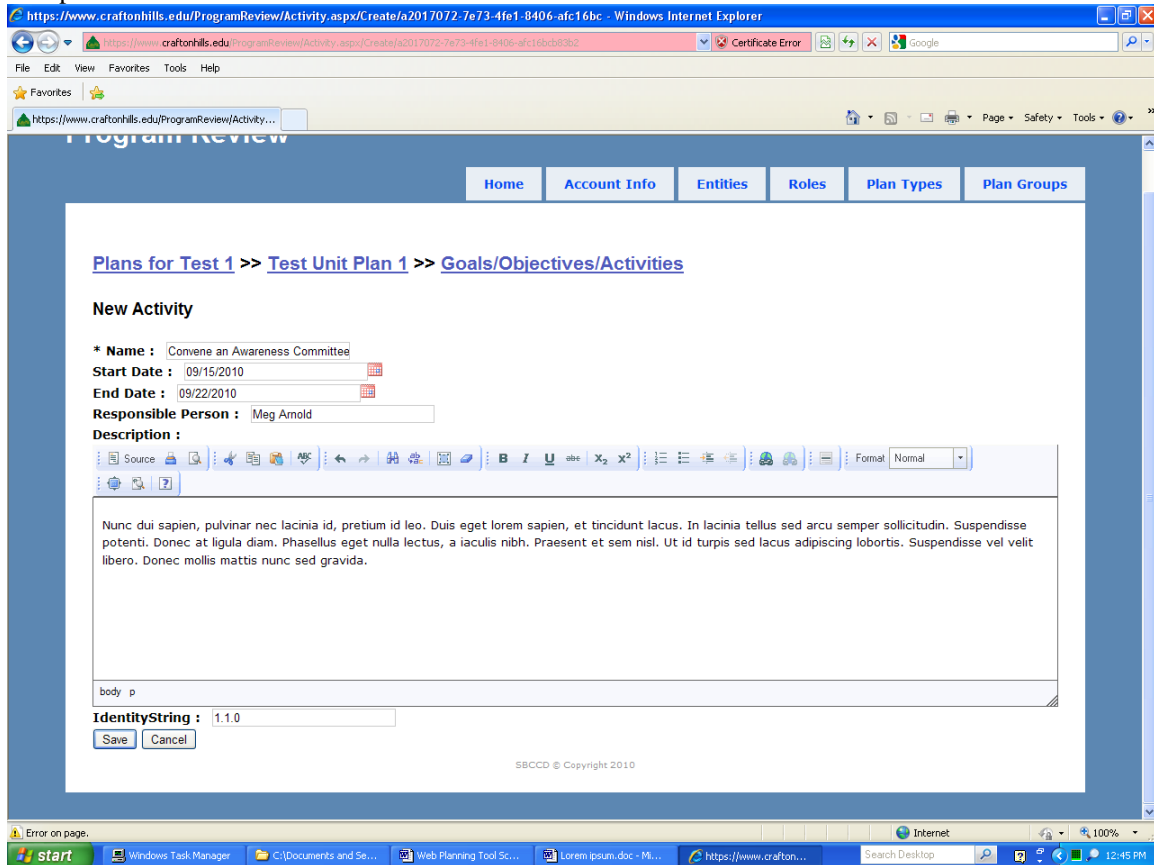
10. Three-Year Action Plan (Goals & Objectives)

Reflect on your responses to all the previous questions. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.

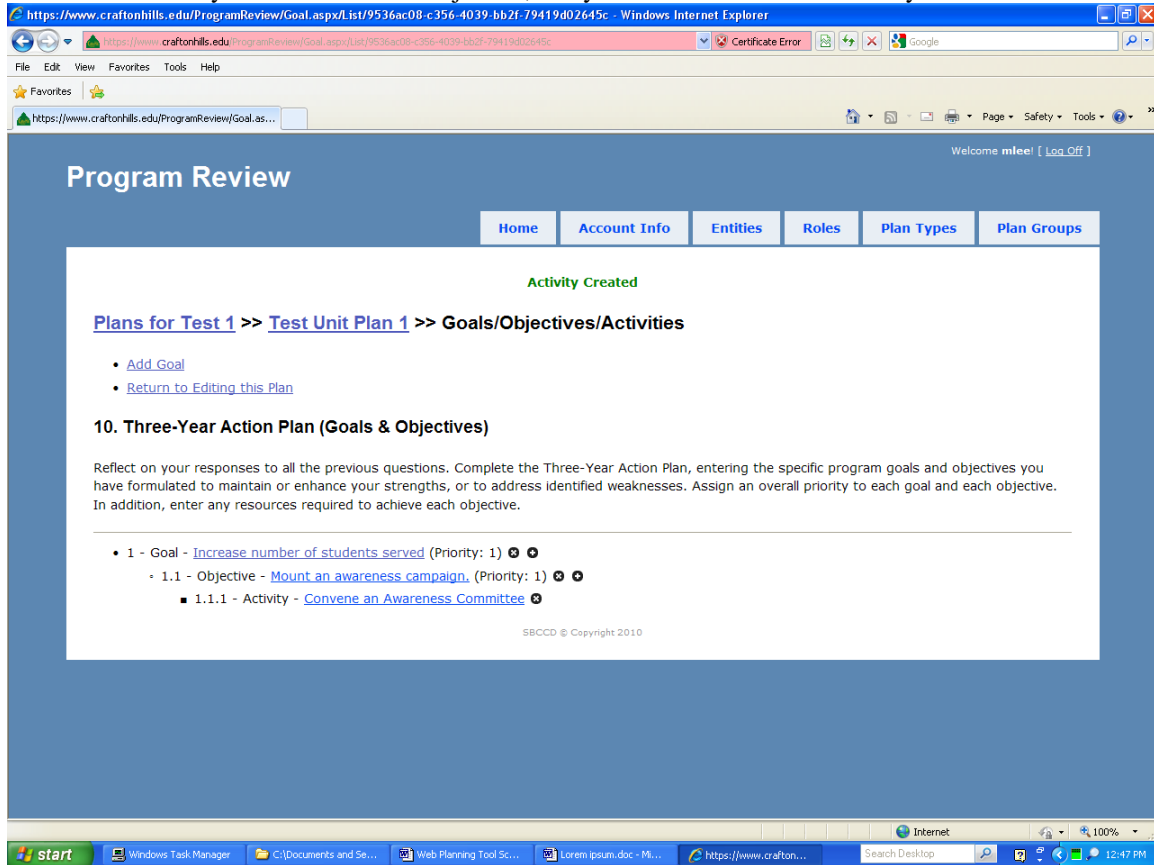
- 1 - Goal - [Increase number of students served](#) (Priority: 1) (+) (-)
- 1.1 - Objective - [Mount an awareness campaign.](#) (Priority: 1) (+) (-)

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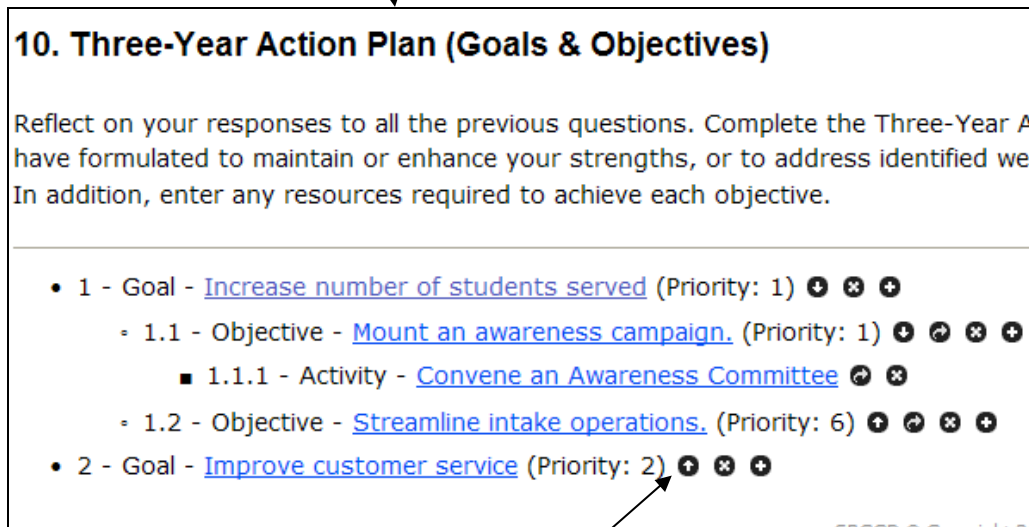
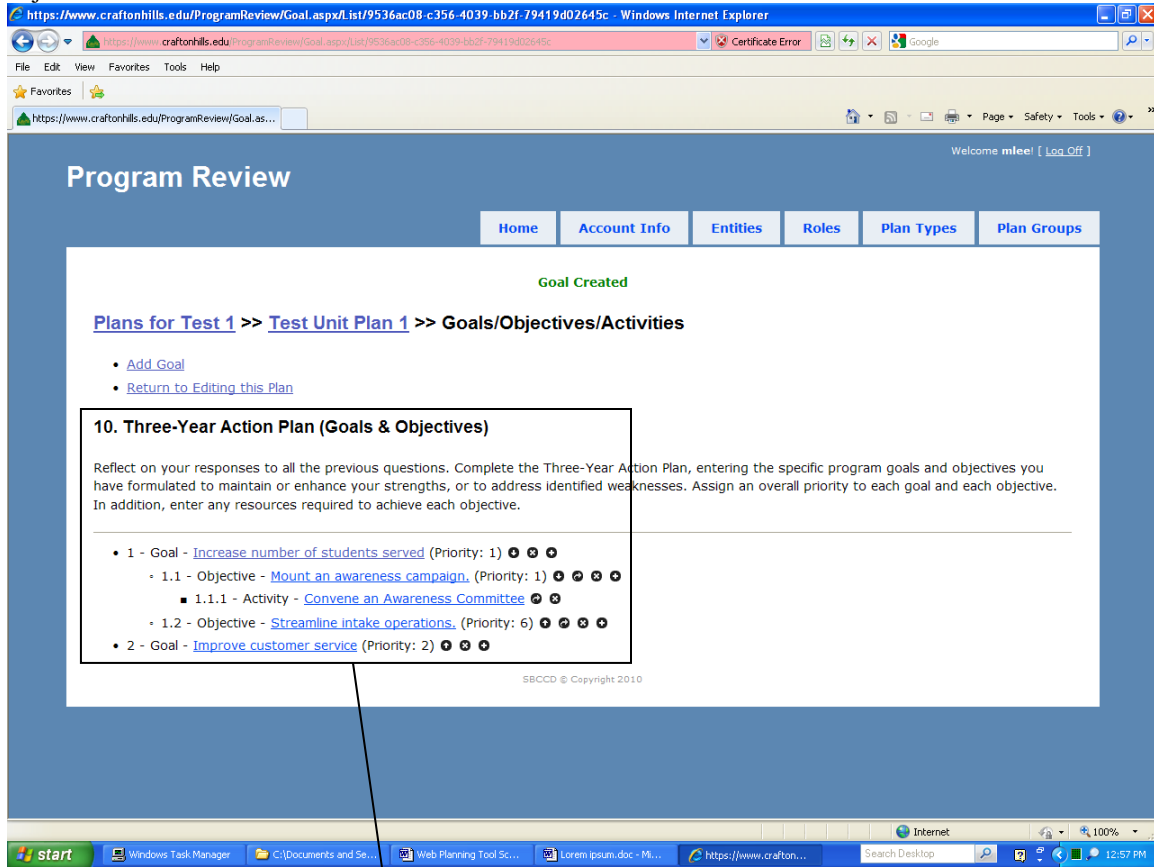
16. I have named and described the activity, and assigned a timeline and responsible person to it. All fields are optional. Be sure to click <Save>.



17. Now the activity is listed under the objective, and you can click on it to edit it if you wish.



18. Here I have added another goal and another objective under one of them. Note the little arrows that now appear to the right of each goal and objective. Use those arrows to change the order in which the goals and objectives are listed. Changing the order of appearance does *not* change the priority of the goal or objective.



Clicking on this arrow will move the goal up.

19. Here I have clicked on *Edit resource requests for plan* back on Screen 8. If achievement of an objective requires any additional resources, click the (+) sign by that objective.

Program Review

Home Account Info Entities Roles Plan Types Plan Groups

Plans for Test 1 >> Test Unit Plan 1 >> Resource Requests

- [Return to Editing this Plan](#)

11. Three-Year Action Plan (Resource Requests)

Reflect on your responses to all the previous questions. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.

- 1 - Goal - Increase number of students served
 - 1.1 - Objective - Mount an awareness campaign. (+)
 - 1.2 - Objective - Streamline intake operations. (+)
- 2 - Goal - Improve customer service

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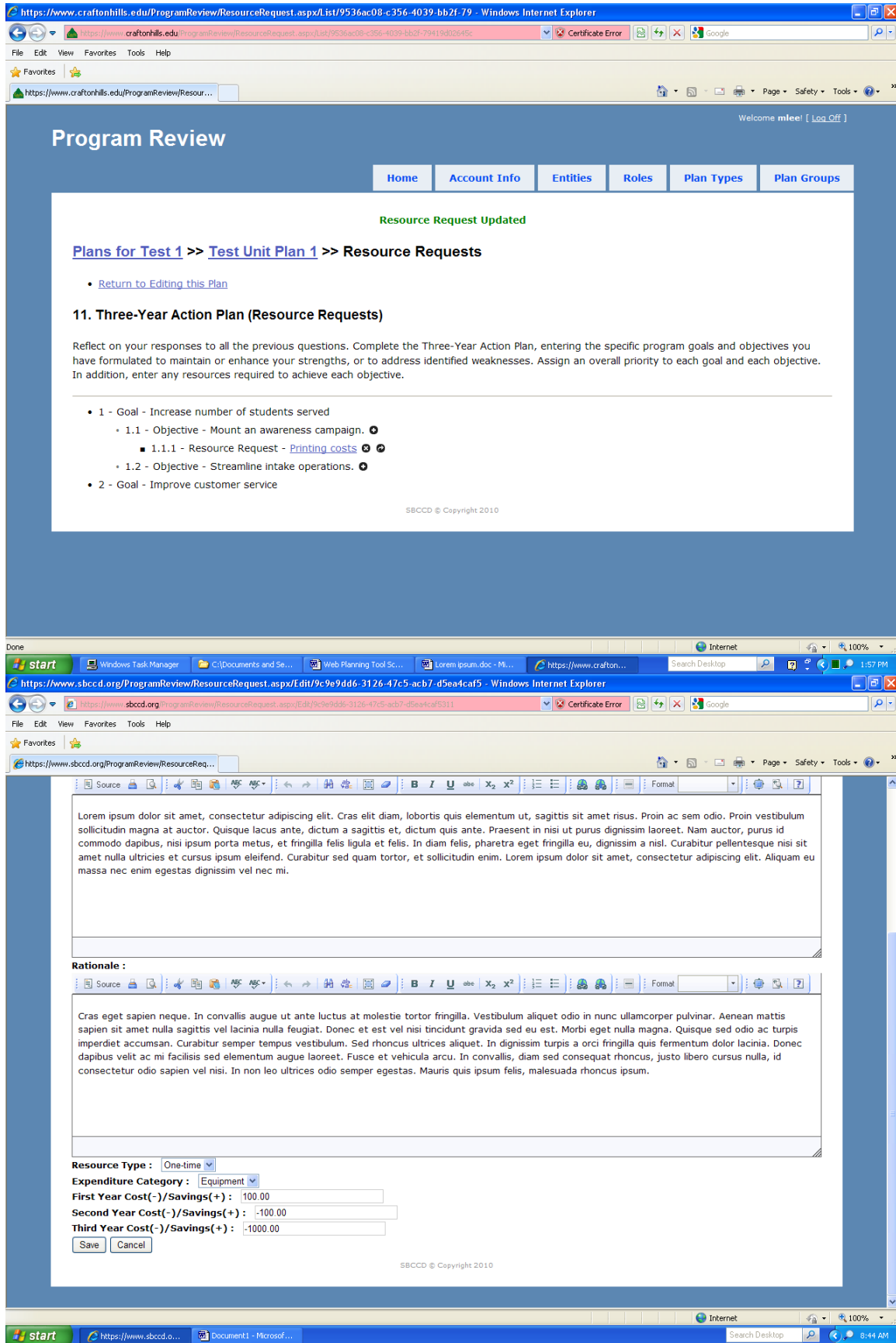
20. I clicked the + sign by Objective 1.1 on screen 19, and named and entered the description, rationale (based on my objective), type, category, and estimated cost for my resource request. Enter each resource request separately. Be sure to click <Save>.

The screenshot displays a web browser window showing the 'Program Review' application. The page title is 'Program Review' and the user is logged in as 'mlee!'. The navigation menu includes 'Home', 'Account Info', 'Entities', 'Roles', 'Plan Types', and 'Plan Groups'. The breadcrumb trail indicates the user is editing a resource request for 'Test Unit Plan 1'. The form contains the following information:

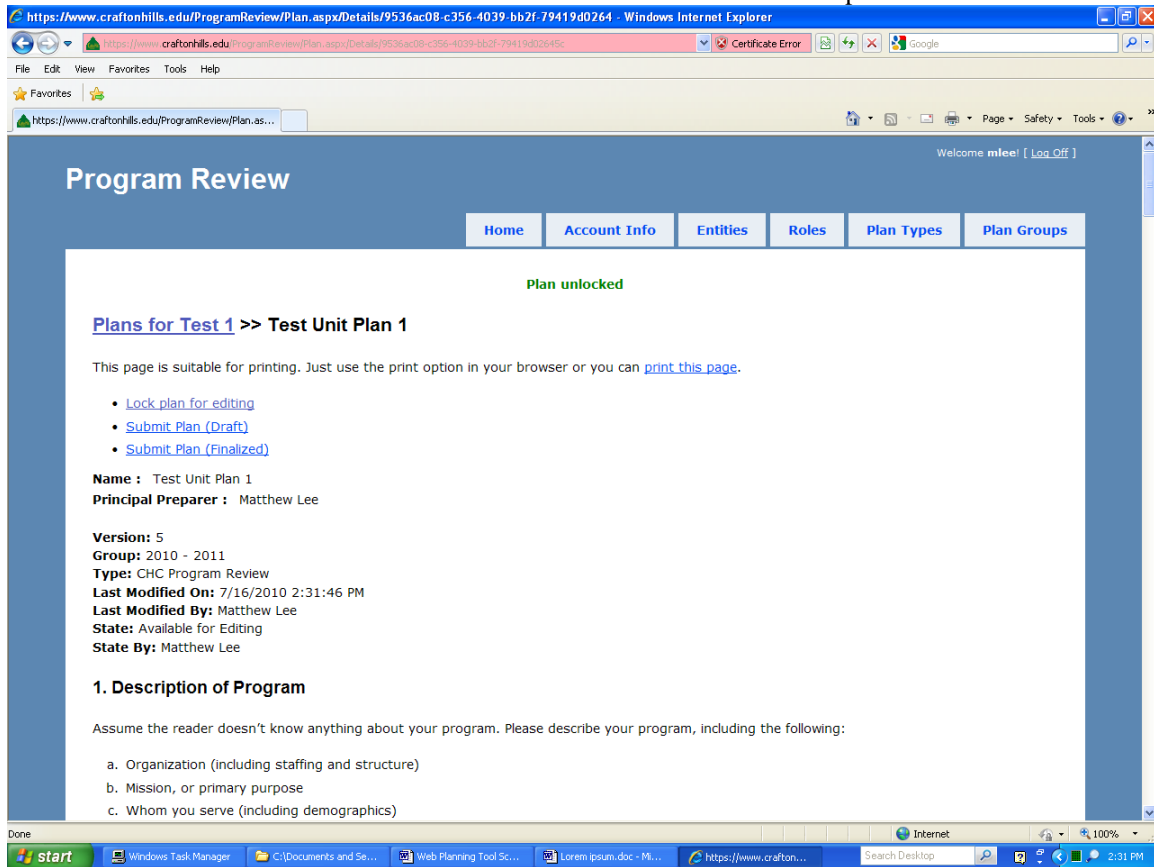
- Objective:** 1.1 - Mount an awareness campaign.
- Name:** Printing costs
- Description:** Printing costs for X,000 four-color brochures to be distributed to service area schools and businesses as part of the awareness campaign.
- Rationale:** Printed brochures, which are relatively inexpensive to produce, will reach a portion of the potential client base that our web-based promotions will not.
- Resource Type:** Ongoing
- Expenditure Category:** Supplies
- First Year Cost:** 300.00
- First Year Savings:** [empty field]
- Second Year Cost:** 150.00
- Second Year Savings:** [empty field]
- Third Year Cost:** 150.00
- Third Year Savings:** [empty field]

Buttons for 'Save' and 'Cancel' are located at the bottom of the form. The footer of the page reads 'SBCCD © Copyright 2010'.

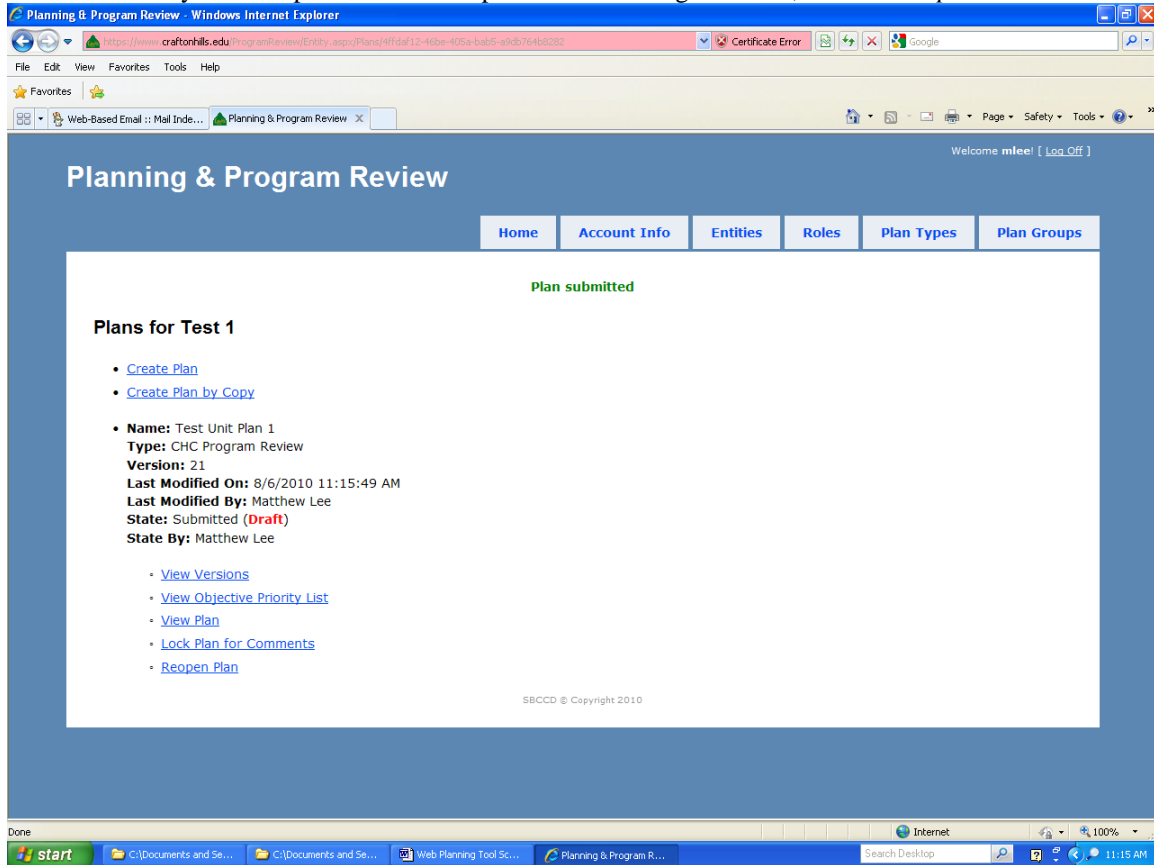
21. Now the new resource request appears next to the objective, and you can click on it to edit it if you wish.



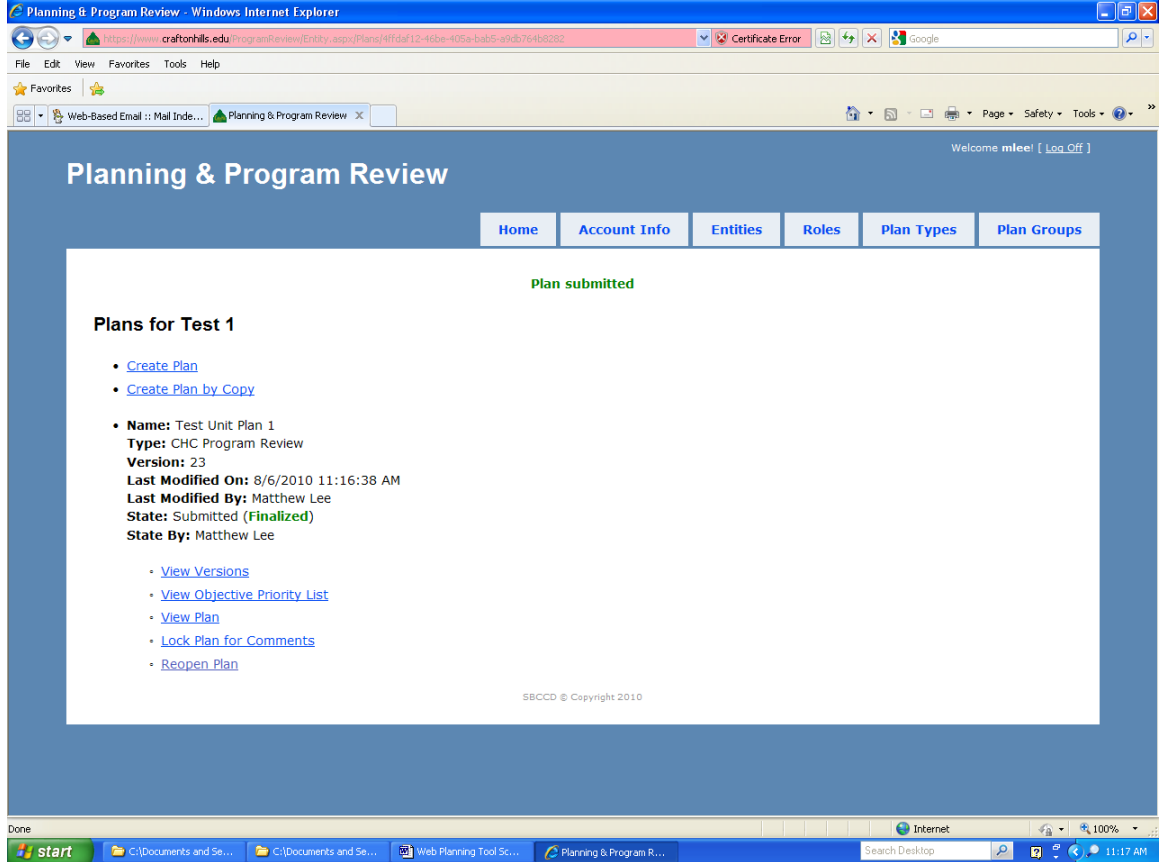
22. Here I have clicked on *Unlock Plan* on Screen 8 so that I could submit the plan.



23. Now I have clicked on *Submit Plan (Draft)* on Screen 22, which you would do when the unit is ready for feedback on your draft plan. To edit the plan after receiving feedback, click on *Reopen Plan*.



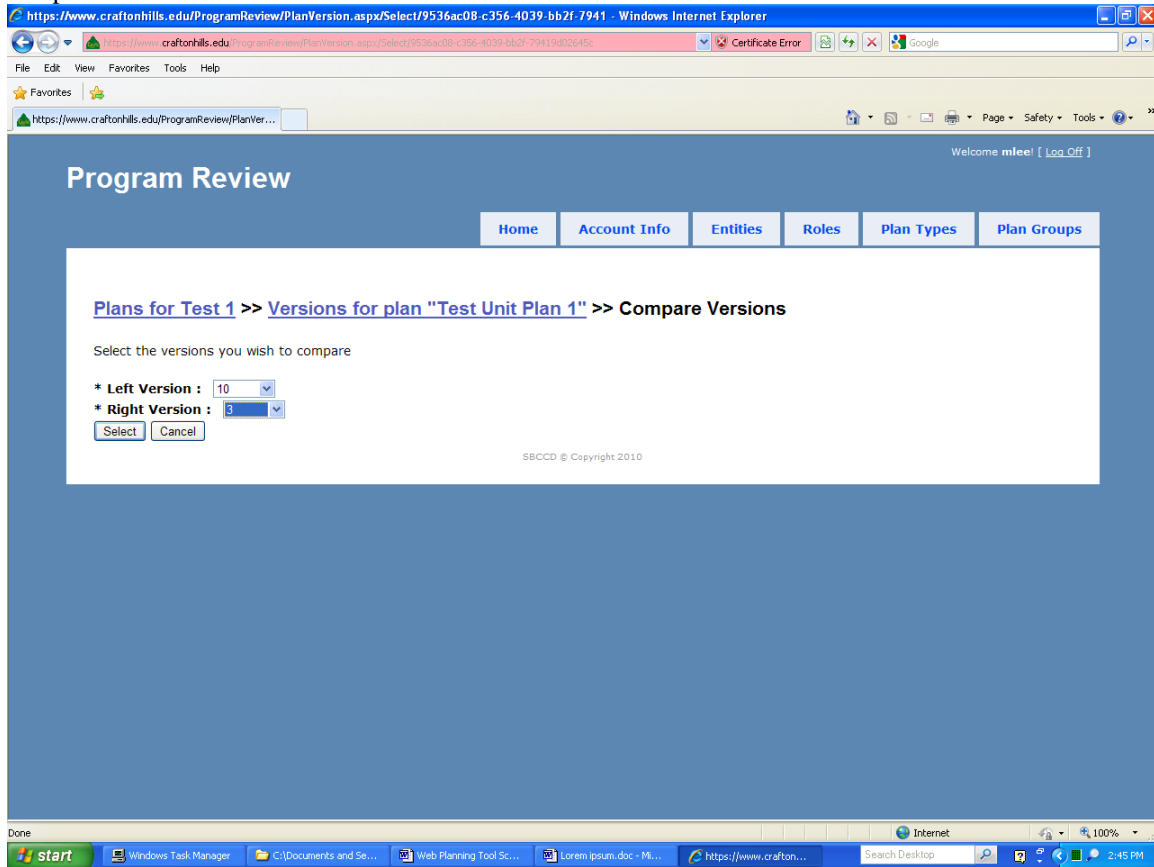
24. Here I have clicked on *Submit Plan (Finalized)* on Screen 22, the final step in the process for each unit.



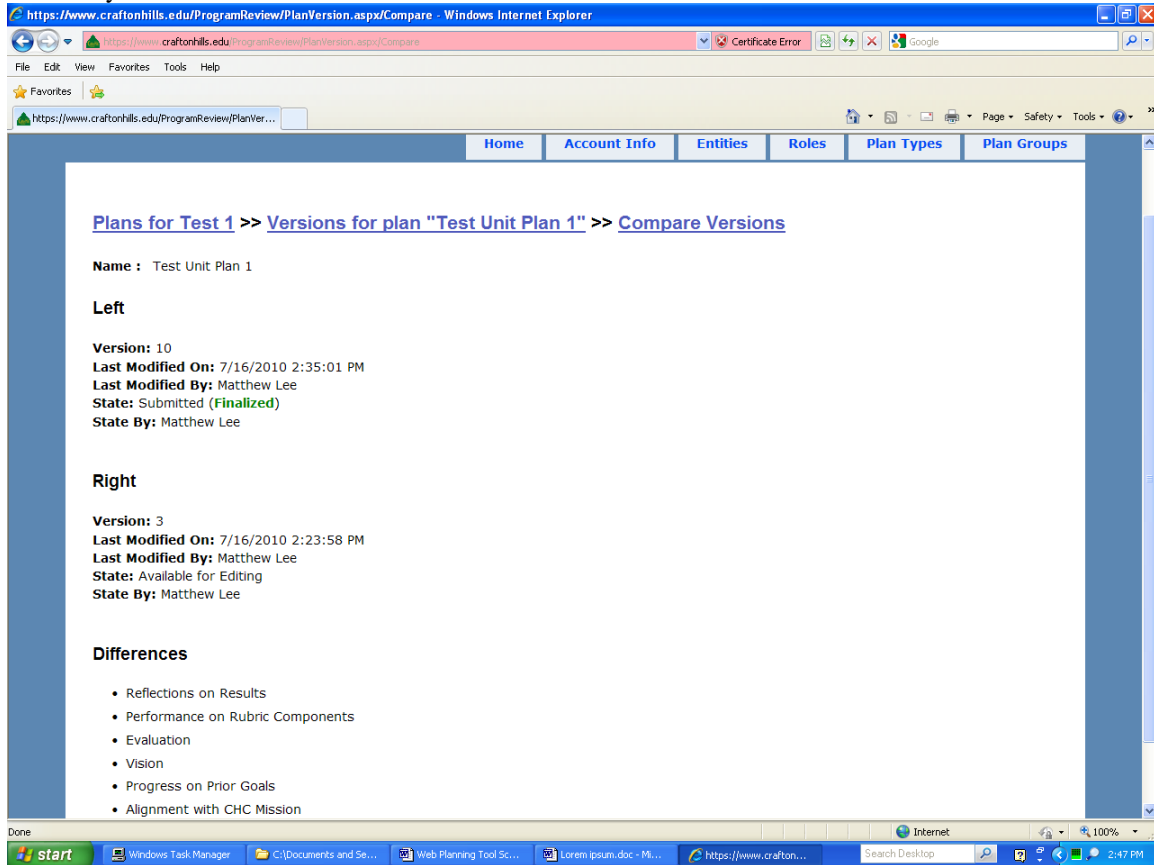
25. Now I have clicked on *View Versions* on Screen 23 or 24. I can view any of the successive versions of the plan here, or compare two versions to find out which text sections have changed from one to the other.



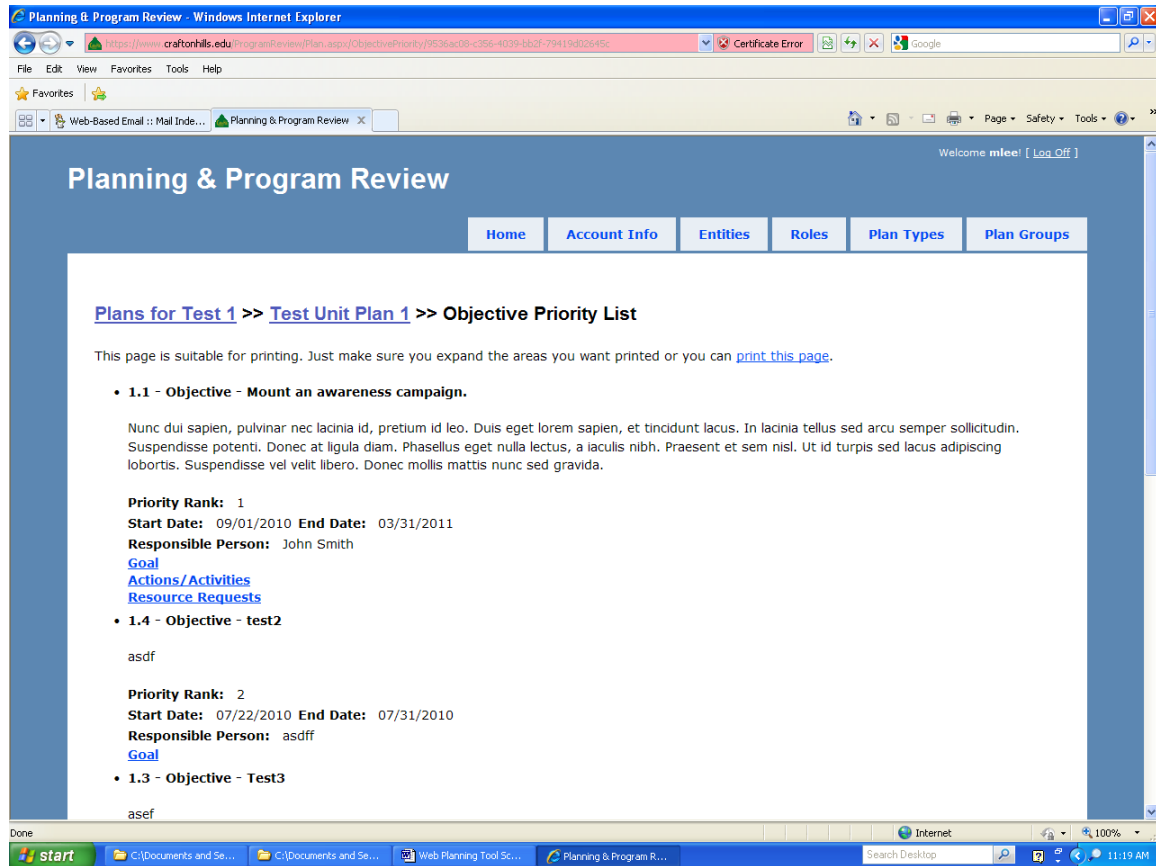
26. Here I have clicked on *Compare Versions* on Screen 25, and have entered the two versions I wish to compare. Now I will click on <Select>.



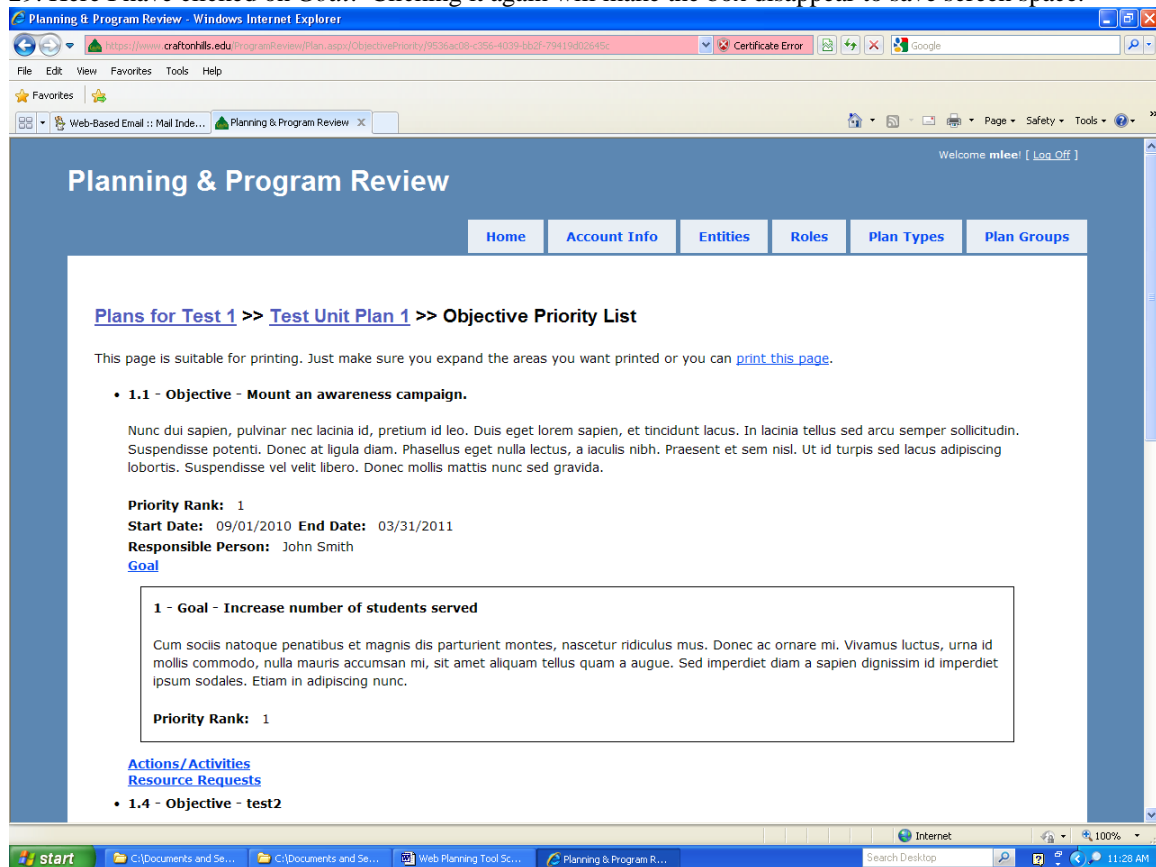
27. The system shows me the six text sections that differ between versions 3 and 10.



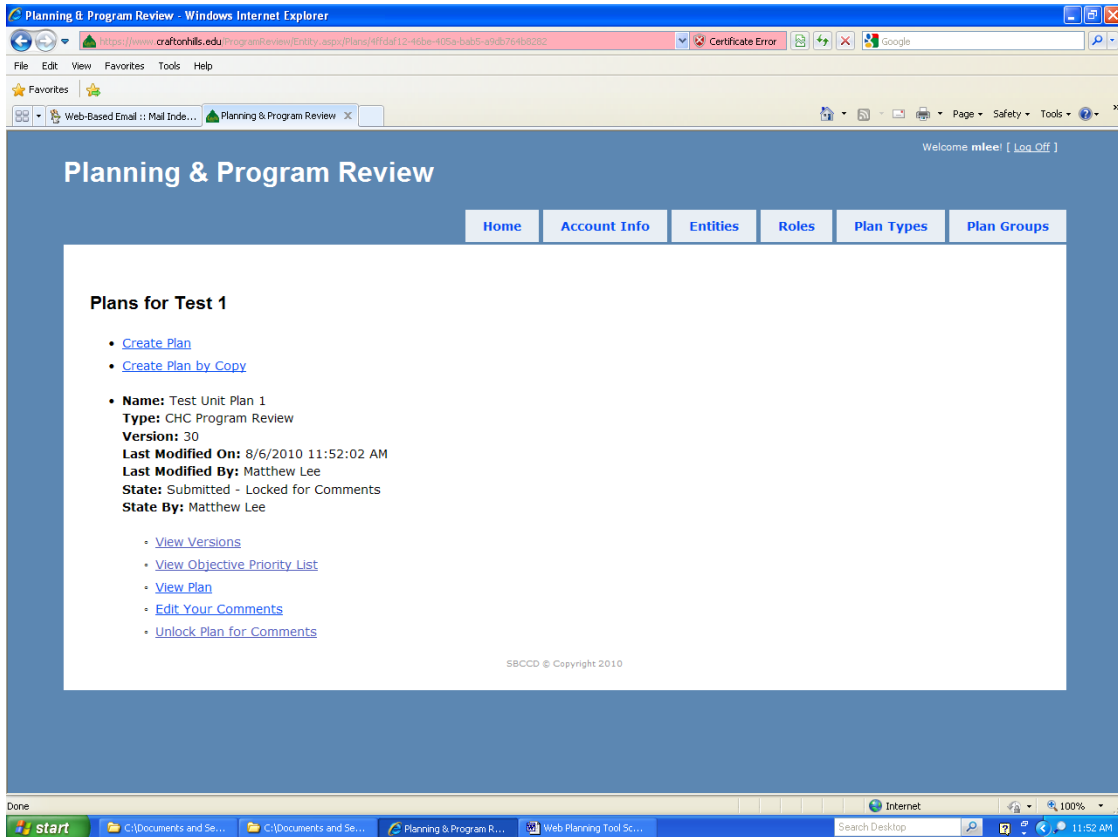
28. Here I have clicked on *View Objective Priority List* on Screen 8 so I can see my unit objectives in priority order. If I click on *Goal*, *Action/Activity*, or *Resource Requests*, a box will expand to show the associated information.



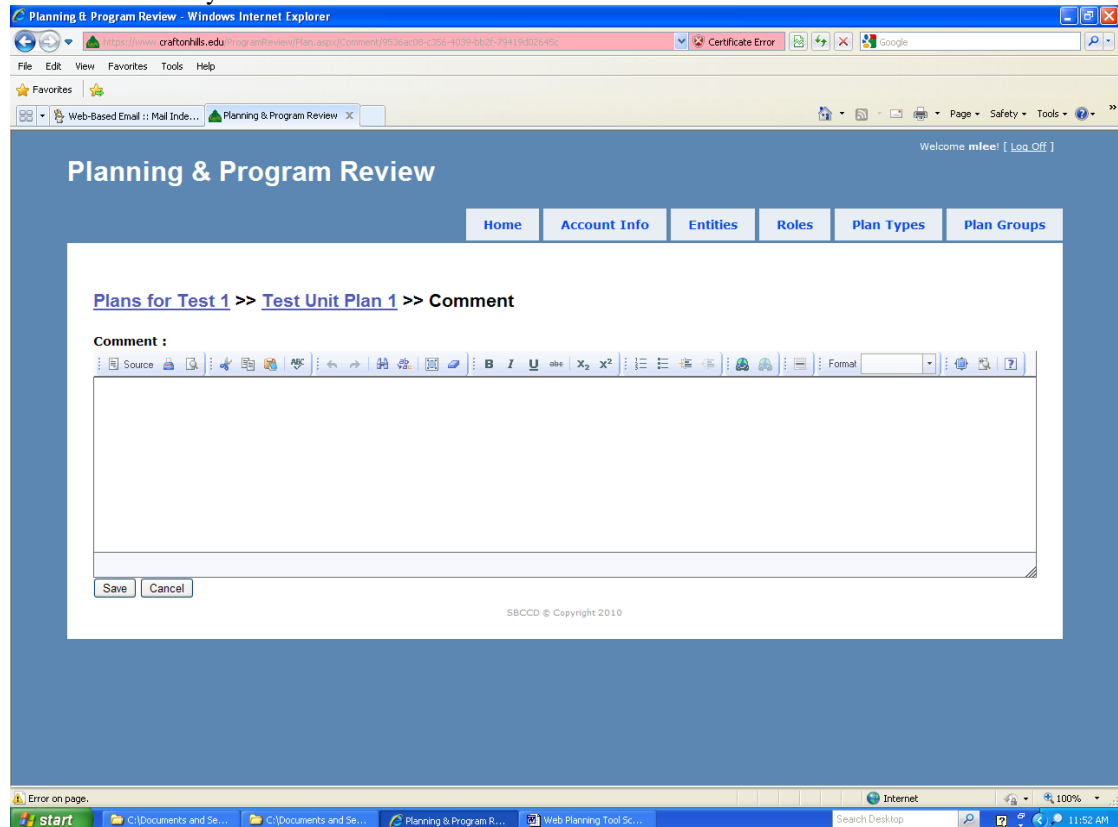
29. Here I have clicked on *Goal*. Clicking it again will make the box disappear to save screen space.



30. When the Division or Area manager is ready to provide feedback on a plan that has been submitted in draft or final form, he or she clicks on *Lock Plan for Comments* on Screen 23 or 24, which brings up the screen below.



31. Click on *Edit Your Comments*, and enter your feedback on the screen below. Be sure to click on <Save> when you are finished, and then click on <Cancel> or the *Plans for ...* link (in this case, *Plans for Test 1*) to take you back to Screen 30. There, click on *Unlock Plans for Comments*, so the unit members will be able to view your feedback.



Note: See the *CHC Integrated Planning and Program Review Handbook* for details on the whole process.
Page 21 of 22

32. After all the units have submitted their finalized plans, the Division manager clicks the applicable Division name (in this case, “Test Parent”) under Direct Management Entities on Screen 3, then *Create Plan* on the Division equivalent of Screen 4. That brings up this screen, which permits the roll-up of the goals, objectives, activities, and resource requests in multiple unit plans (the “children”) into a single Division plan. That plan can then be edited as needed to set overall Division priorities. When all Divisions in an Area have submitted their finalized plans, the Area manager follows a corresponding process to roll up the goals, objectives, activities, and resource requests in multiple divisional plans into a single Area plan.

