PRESENTATION COMPANION & ASSIGNMENTS

Collaboration, Communication and Reporting
And Prioritizing Next Year’s Work

Name: ___________________________ Team: ___________________________

Teams / Initiatives
While the Student Completion and Success Task Force is presenting, think about how your team or initiative is progressing and what you might want to communicate to internal and external audiences.

Successes/Victories –

Challenges/Struggles –

Priorities/Milestones -

Please leave this completed document with your team’s SPA liaison or scan/type and email to StrategicPlanning@suny.edu
Tools for Successful Collaboration
Document your team’s collaboration needs and challenges to successful collaboration.

Needs -

Challenges -

Effective Communication Strategies
From your list of Team/Initiative - Successes/Victories choose two points to communicate - one is to an internal audience and the other an external audience. Consider a date for the communication, storyline, audience, technique/strategy and collaboration.

Point 1 (Internal) -

Point 2 (External) -
Strategic Planning Reporting – Audience and Impact
Now that your points are refined, what components of your formal reporting can be used to help you compose your communication for greatest impact? What further refinement needs to be considered?

Point 1 (Internal) -

Point 2 (External) -

Attracting and Leveraging External Funding
Current external funding (obtained or prospected)

Possible external funding sources (big/broad/general or specific)

How can the components of your formal reporting be used to help you leverage external funding? Are there any components missing?

Financing/Leveraging Strategies – Business Plans will be due by June 14, 2013 to be considered for funding in the 2013-14 Fiscal Year. Please use your time today to create a plan of action for your team’s initiatives.

Review the business plan template. Are there components you would like to discuss with Strategic Planning?

Identify Strategic Planning initiatives that will be submitted for funding

For each, identify the initiative lead or team member responsible for crafting the business plan

Do you have any questions for your SPA liaison or the Strategic Planning Office?
**Lunch and Team Discussions** – During lunch and the afternoon breakout session

Discuss your points with your teammates and further refine each point, the date of communication, storyline, audience, technique/strategy and collaboration.

Point 1 (Internal) -

Point 2 (External) -

Review your notes and thoughts on Attracting and Leveraging External Funding and Financing Strategies with your team and plan your strategy to meet the June 14, 2013 deadline for submission.

**Questions?** - Also please use the afternoon breakout session to ask the Strategic Planning office or your SPA liaison any questions to you might have about the morning presentations or handout documents. We welcome your questions and feedback.

Please leave this completed document with your team’s SPA liaison or scan/type and email to StrategicPlanning@suny.edu