SUNY’s Strategic Plan *The Power of SUNY* Formal Reports:

**Formal Reporting Intent:**

*The Power of SUNY* strategic plan had no formal history or reporting document to inform us of the status of each team and their initiatives. In January 2013 the Annual Report was launched. The January document covers the basics of the team and the informational aspects of the initiatives. Following the Annual Report, there are quarterly updates on each initiative. Our goal is to have timely and relevant information for every team and initiative.

**Usage & Audiences**

**COMPLETE (long) Report:**

The complete report is the team’s complete submission to the Strategic Planning Office.

Usage Examples:
- Team Chairs and Initiative Leads may use a copy of their own team’s long reports for reference and usage with the team’s work.
- The Strategic Planning Office Grant Writer may use this report for reference.
- SUNY Communication Office may use the long reports for reference for writing press releases.
- Chancellor’s Office may use the long reports for speech writing and briefings for the Chancellor.

**ABRIDGED (medium) Report:**

The abridged report is a slightly condensed version of the team’s submission and tends to be a 3 page team document and 2 pages for each initiative.

Usage Examples:
- New team members may find this report useful to gain an understanding of the team and status of its initiatives.
- Staff members who help make presentations for executive staff members of SUNY System Administration may use this report for up to date information.

**CONDENSED (short) Report:**

The condensed report is a much more reduced version of the report, meant to be a very high level summary of a team and their initiatives. The team report should be about 1 page and the initiatives should be 1 page each.

Usage Examples:
- Executive staff members may use a copy of this report for each team for reference.
- All team chairs may use the short reports for understanding the entire strategic plan and possible collaboration opportunities.
PUBLIC Report:

This report is the most condensed, with no financial information and is a mainly a objective and purpose report for teams and their initiatives. This report was created upon request of a team.

Usage Examples:
- Public reports will be on the Strategic Planning Website for public consumption.
- The SUNY Communications Office may direct people to the website link or distribute it.

Charts and Visual Information Available Upon Request:

Specialized Reference Reports Available Upon Request:
These were created based on anticipated requests and needs for the Strategic Planning Office.

- Contact list with team chairs /initiative leads name, title, campus affiliation, email and phone
- Financial reports
- Descriptions of teams in one sentence
- Descriptions of initiatives in one sentence

The public report can be found at: http://www.suny.edu/powerofsuny/meetings/2013-05-29_1.cfm

Please send requests to: Kaitlyn.beachner@suny.edu and strategicplanning@suny.edu with lead time for report creation.