

Strategic Investment Priorities (SIP)

Project Funding and Position Request Process

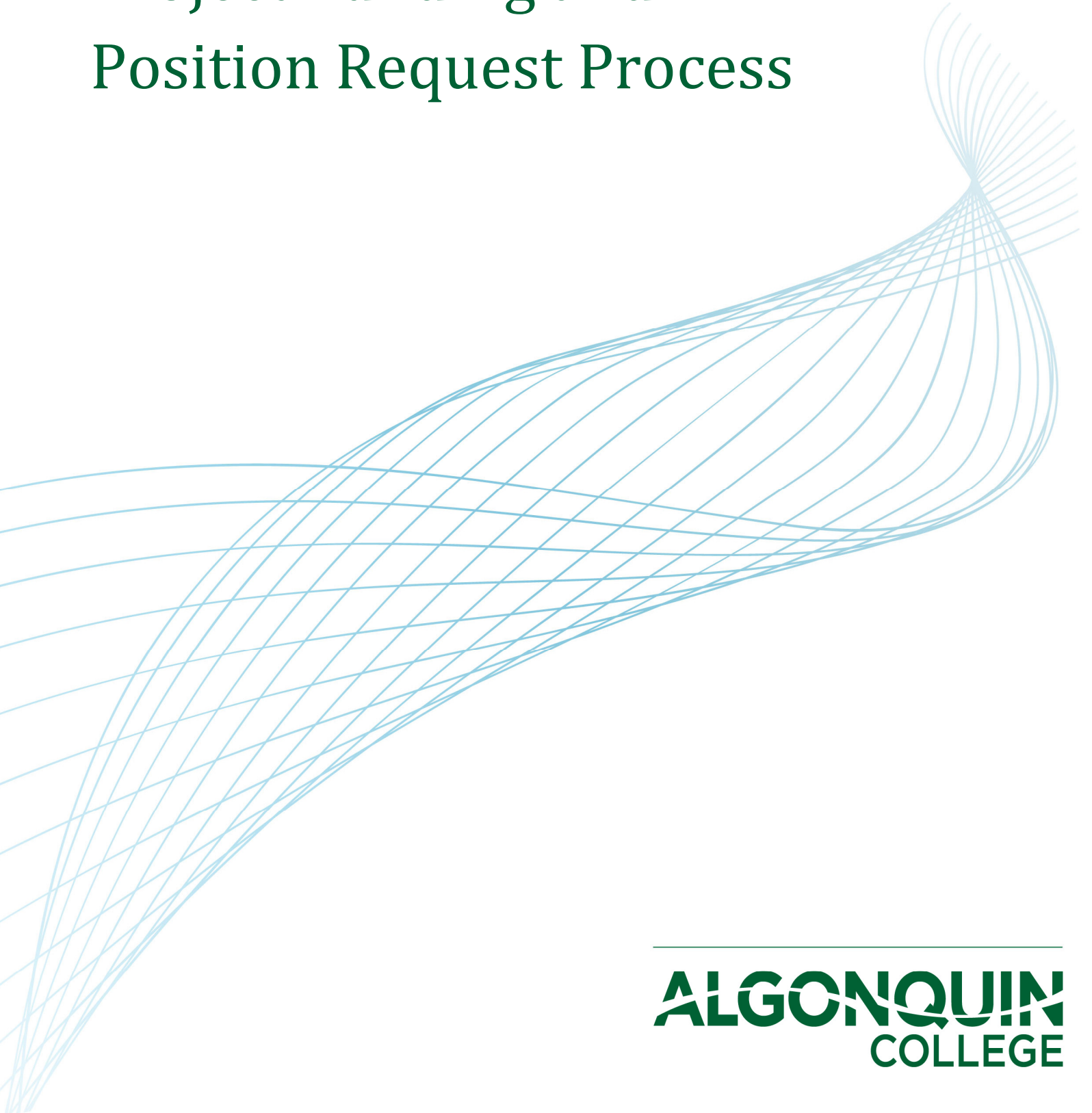


Table of Contents

1	<i>Document Purpose</i>	2
2	<i>How to Access the Request Forms</i>	2
2.1	<i>While on campus</i>	2
2.2	<i>From home using VPN</i>	2
3	<i>How to Complete Request Forms</i>	3
3.1	<i>SIP Project/Funding Request Form</i>	4
3.2	<i>New Position Request Form</i>	14
4	<i>How to View Request Status</i>	17
4.1	<i>SIP Project Funding and Position Requests Default View</i>	17
4.2	<i>All Position Requests</i>	18
4.3	<i>All SIP Project Funding Requests</i>	18
4.4	<i>Approved Position Requests</i>	19
4.5	<i>Approved SIP Project Funding Requests</i>	19
Appendix A.	<i>How to Set Up VPN</i>	20
Appendix B.	<i>Business Plan Initiatives</i>	21

1 Document Purpose

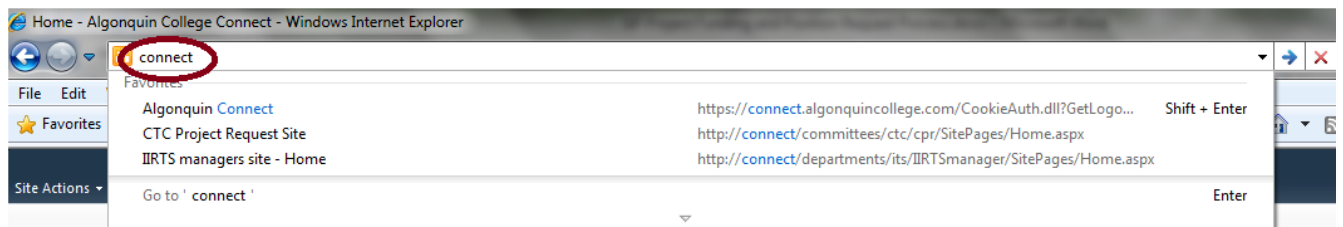
This document describes how to access and complete the Strategic Investment Priorities (SIP) Project Funding and Position Request forms.

2 How to Access the Request Forms

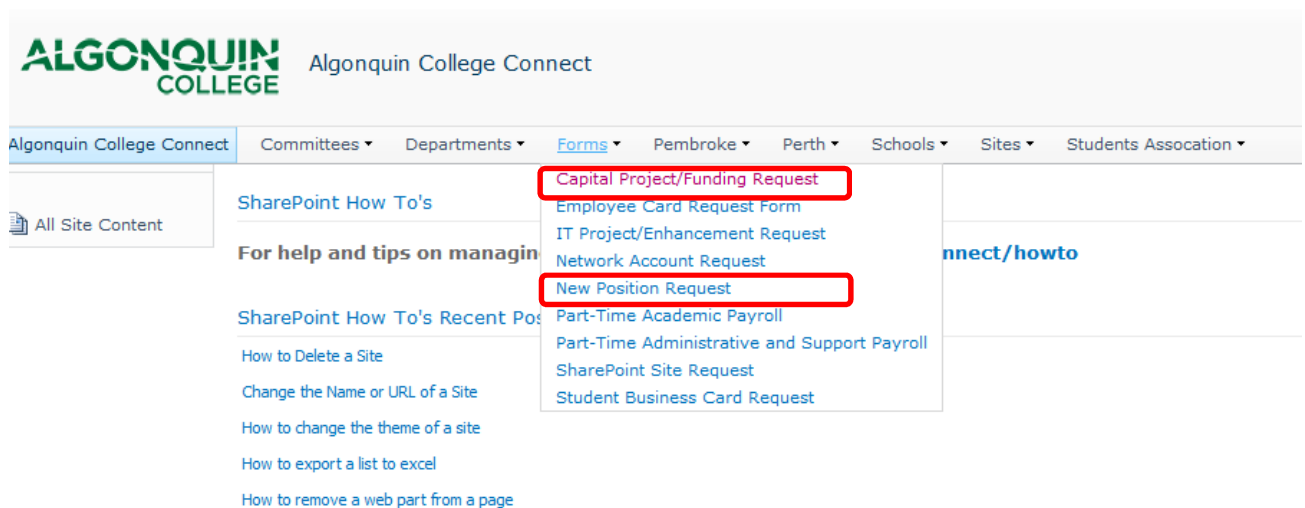
To access either the SIP Project Funding Request form or the Position Request form, follow the steps identified in the following sections.

2.1 While on campus

1. Launch your Internet Browser and type "connect" in the URL bar, as follows:

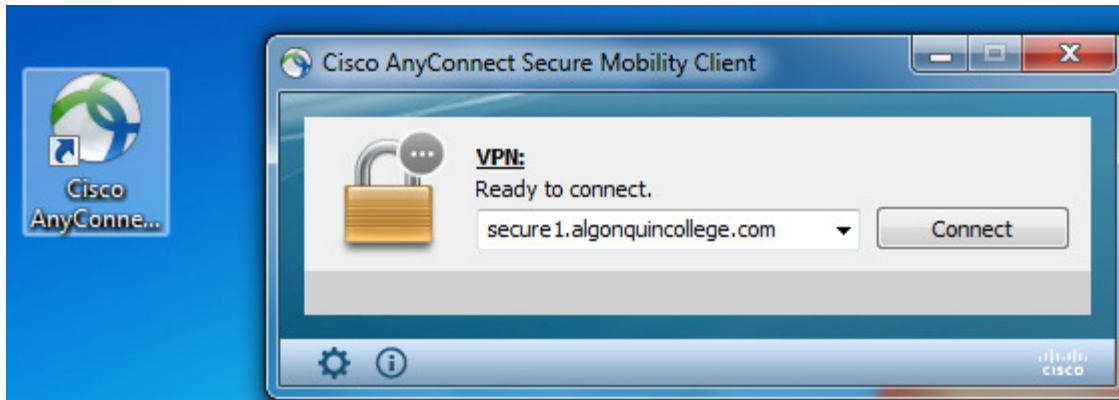


2. This will bring you to the SharePoint Connect page. From here, you can select either the Capital Project/Funding Request form or the New Position Request form from the "Forms" Menu item.



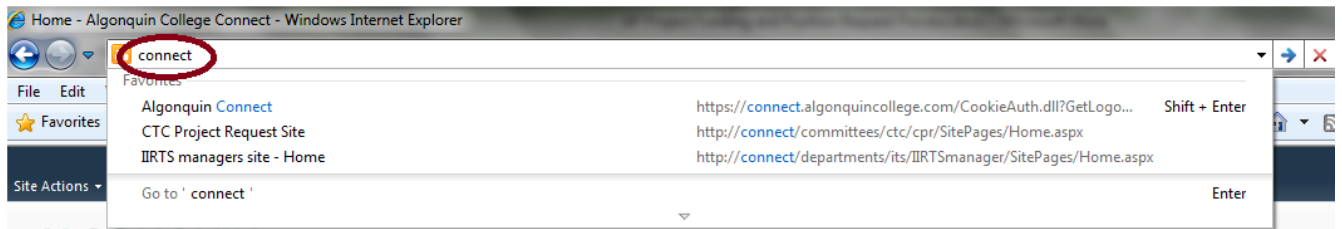
2.2 From home using VPN

1. If you have not yet installed the VPN Cisco AnyConnect Client on your laptop, follow the instructions in Appendix A.
2. Connect to VPN by launching Cisco AnyConnect Client and use your credentials to log in.



Note: When you are logging into SharePoint and are using a **non-College computer** you need to prefix your user id with Woodroffe\ and then enter your College password.

3. Launch your Internet Browser and type "connect" in the URL bar, as follows:



4. This will bring you to the SharePoint Connect page. From here, select either the Capital Project/Funding Request form or the New Position Request form, as shown above.

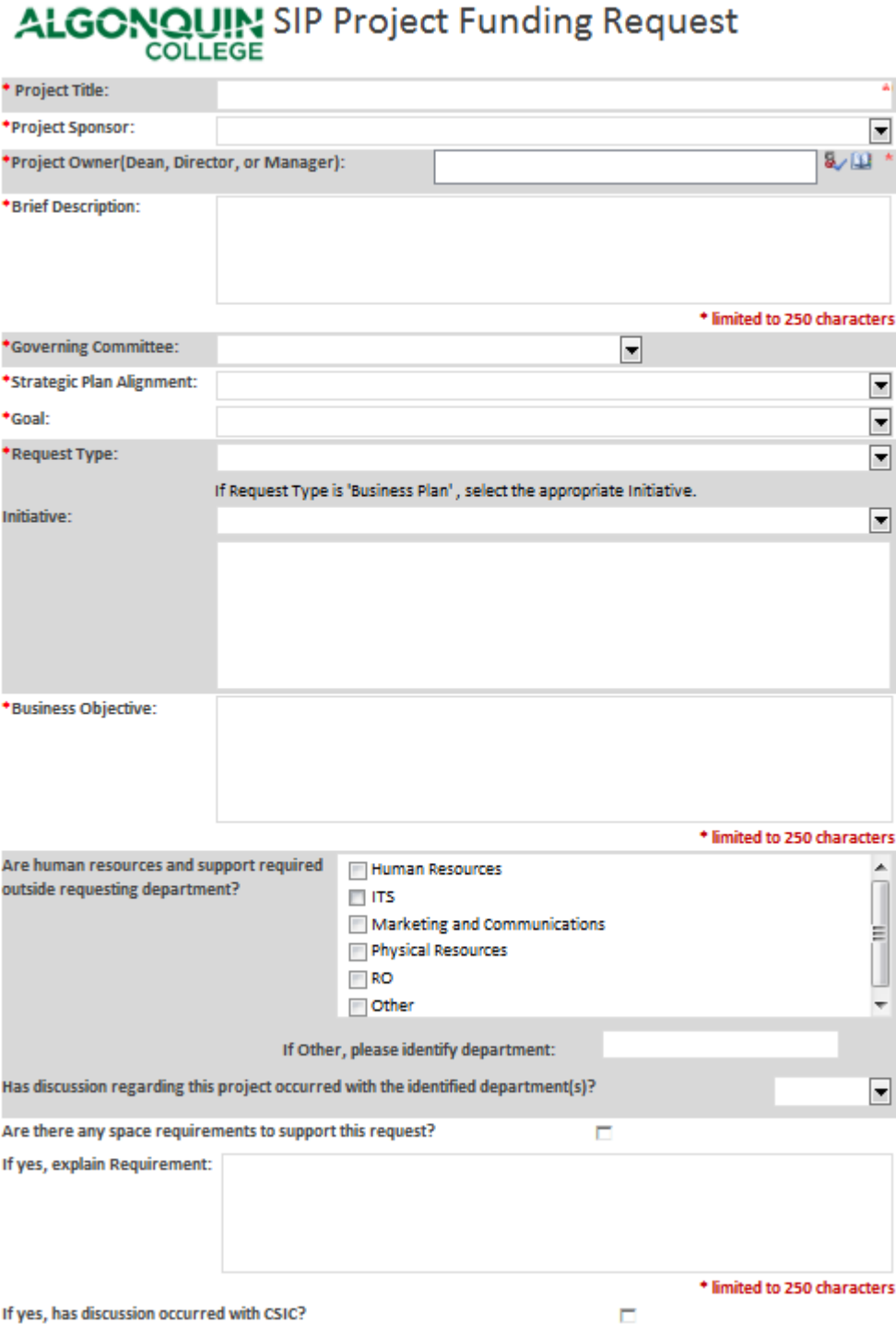
3 How to Complete Request Forms

Access to submit a request form is limited to the Deans, Directors, and one member of their staff. If you require access to complete the forms for your department and are currently denied permission, please contact Linda Landreville or Joanne Kalman for access.

3.1 SIP Project/Funding Request Form

The following two figures show a snapshot of the form:

Figure 1 - SIP Project Funding Request Form (1 of 3)



ALGONQUIN COLLEGE SIP Project Funding Request

* Project Title:

* Project Sponsor:

* Project Owner(Dean, Director, or Manager):

* Brief Description:

* limited to 250 characters

* Governing Committee:

* Strategic Plan Alignment:

* Goal:

* Request Type:

If Request Type is 'Business Plan', select the appropriate Initiative.

Initiative:

* Business Objective:

* limited to 250 characters

Are human resources and support required outside requesting department?

- Human Resources
- ITS
- Marketing and Communications
- Physical Resources
- RO
- Other

If Other, please identify department:

Has discussion regarding this project occurred with the identified department(s)?

Are there any space requirements to support this request?

If yes, explain Requirement:

* limited to 250 characters

If yes, has discussion occurred with CSIC?

Figure 2 - SIP Project Funding Request (2 of 3)

Are there any other requirements to support this request?

If yes, explain Requirement: * limited to 250 characters

Funding Request

Fiscal Year:

Is this a continuation of a previously funded project?

Indicate if this is for Initial Planning purposes:

Indicate expenditure projection below:

	Salaries and Benefits	Contract Services	Supplies	Space and Infrastructure	Equipment	Other	Total
2016/17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2017/18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2018/19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2019/20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2020/21	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Cost of Ownership

Post Implementation Yearly Costs:

*Success Measures: How will success be measured, i.e. Return on Investment, Cost Savings, Cost Avoidance, Risk Mitigation, or Non-Financial Benefits.
 * limited to 250 characters

*Indicate when benefits are expected to be realized:
 * limited to 250 characters

Figure 3 - SIP Project Funding Request (3 of 3)

*Planned Start Date: *Planned Completion Date:

Risks/Constraints:

* limited to 250 characters

*Implications of NOT Proceeding with this Investment:

* limited to 250 characters

Notes:

* limited to 250 characters

Opportunity for Students and Employees (such as Applied Research):
(Outline any opportunities for students and faculty to participate/contribute to the project including interaction with any external vendors. Please list all relevant learning programs that could potentially be involved.)

* limited to 250 characters

All funding requests linked to a Business Plan initiative must be pre-approved for submission by the Vice President Lead who is responsible for assessing requests against the Business Plan initiative. Confirmation of approval will be noted by check-marking the attestation box below. The list of Business Plan initiatives, and the Lead Vice President responsible for pre-approving submissions can be found on the College Budget Committee website at: <http://www.algonquincollege.com/budget-committee/fiscal-year-2016-2017/>

I certify that the appropriate Lead Vice President Lead has approved the above submission of this request for funding against a Business Plan initiative.

Select the **Save as Draft** button to save the request as a draft for future editing

Select the **Submit** button when final, no further editing will be allowed

The following table provides guidance to complete the fields on this form. If you require assistance or further guidance, please direct your queries to the Finance Department through your Business Administrator or Budget Officer.

Field	Guidance
Project Title	Provide a brief description that highlights the nature of your request.
Project Sponsor	<p>Identify who owns the project/investment on behalf of the client organization.</p> <p>Project Sponsors articulate the business case and expected benefits of a project or investment, and ensure accountability for the realisation of project benefits.</p> <p>The Project Sponsor options are:</p> <ul style="list-style-type: none"> • President • VP Academic • VP Finance and Administration • VP Human Resources • VP Student Services • VP International and Strategic Priorities • VP Digital Technology and Innovation
Project Owner (Dean, Director, or Manager):	<p>Identify the person (Dean, Director, or Manager) who will be responsible and accountable for the delivery of this project.</p> <p>This field requires the name be part of the College's staff directory.</p>
Brief Description	<p>Provide a succinct description of the objectives of the project/investment.</p> <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
Governing Committee	<p>Select the governing committee to which you are submitting your request. If you do not know which committee to select, leave this field blank.</p> <p>The committee choices are:</p> <ul style="list-style-type: none"> • College Budget Committee (CBC) • College Space and Infrastructure Committee (CSIC) • College Technologies Committee (CTC) • Strategic Enrolment Management Committee (SEMC)
Strategic Plan	Identify the strategic pillar that aligns with the goals and

Field	Guidance
Alignment	<p>objectives of your request.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Applied Education and Training • Student and Client Success • Empowered People • Financial Sustainability
Goal	<p>Select the specific goal under the pillar to which your request applies. The options for each pillar are as follows:</p> <ul style="list-style-type: none"> • Applied Education and Training <ul style="list-style-type: none"> ○ Goal 1: Deliver an exemplary applied education and training experience ○ Goal 2: Create a unique suite of programs, products and services geared to meet the needs and expectations of our clients and students. ○ Goal 3: Leverage technology to enhance the educational experience ○ Goal 4: Provide opportunities for every full-time student to have a work experience outside of the classroom. • Student and Client Success <ul style="list-style-type: none"> ○ Goal 5: Deliver exceptional service to our diverse student and client populations ○ Goal 6: Leverage technology to automate and modernize our business processes, fostering an environment of continuous improvement. • Empowered People <ul style="list-style-type: none"> ○ Goal 7: Attract, develop and retain employees who have the knowledge and skills to be fully contributing members of the College. ○ Goal 8: Create and foster an environment in which the College’s model of leadership competencies and behaviours is supported • Financial Sustainability <ul style="list-style-type: none"> ○ Goal 9: Align our funded operational expenditures with provincial funding ○ Goal 10: Expand non-funded opportunities to increase revenue. ○ Goal 11: Leverage strategic business partnerships

Field	Guidance
	<p>to meet the capital needs of the College.</p> <ul style="list-style-type: none"> ○ Goal 12: Create the technological foundation to align with the digital direction.
<p>Request Type</p>	<p>Select the option that best reflects your project request. This information will assist the governing committees in prioritizing your request.</p> <p>The Request Type options are:</p> <ul style="list-style-type: none"> • Ancillary • Business Plan • Legislative Compliance • Operational • Other
<p>Initiative</p>	<p>If Business Plan is selected as the request type, the requestor must identify the specific initiative in the Business Plan to which this request applies.</p> <p>This field is context sensitive and will only display the initiatives applicable to the Goal that was selected.</p> <p>The initiatives associated with each goal are provided in Appendix B of this document.</p>
<p>Business Objective</p>	<p>Identify specific outcomes that are to be achieved by this project/investment.</p> <p>Business Objectives should be SMART (Specific, Measurable, Achievable, Relevant, and Time bound).</p> <p>Examples of Business Objectives statements include:</p> <ul style="list-style-type: none"> • Market standing - market share, customer satisfaction, product range • Innovation - new products, better processes, using technology • Productivity - optimum use of resources, focus on core activities • Physical and financial resources - buildings, business locations, finance, supplies • Profitability - level of profit, rates of return on investment, savings • Management - management structure, promotion & development • Employees - organisational structure, employee relations

Field	Guidance
	<ul style="list-style-type: none"> Public responsibility - compliance with laws, social and ethical behavior <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
<p>Are human resources and support required outside requesting department</p>	<p>This section identifies whether resources are required from departments outside the department requesting this project. Some key departments have been identified. Select all that apply. If you select Other, identify the specific department in the field below.</p> <p>The pre-defined departments are:</p> <ul style="list-style-type: none"> Human Resources ITS Marketing and Communications Physical Resources RO Other
<p>Has discussion regarding this project occurred with the identified department(s)?</p>	<p>Select Yes or No from the dropdown menu to confirm whether there have been discussions with the departments identified in the section above.</p>
<p>Are there any space requirements to support this request?</p>	<p>Select this box if space within the college is required to support this Project.</p>
<p>If yes, explain Requirement</p>	<p>Use this field to identify the space requirements to support this project request.</p> <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
<p>If yes, have discussion occurred with CSIC?</p>	<p>Select Yes or No</p>
<p>Are there any other requirements to support this request?</p>	<p>Select this box if requirements (other than human resources and space) are required to support this project.</p>
<p>If yes, explain Requirement:</p>	<p>Use this field to explain the requirement.</p> <p>This field is limited to 250 characters. If you enter more than</p>

Field	Guidance
	250 characters, you will not be able to Submit the form.
Is this a continuation of a previously funded project?	Select this box if this project is a continuation of a project that was previously funded.
Indicate if this is for Initial Planning purposes:	Select this box if the funding request is for planning purposes only, meaning the funding request does not include the execution of the project.
Indicate expenditure projection below	<p>Specify the amount of funding being requested for the project/investment. The funding request for each year should be categorized as accurately as possible in each of the five categories provided. The categories are:</p> <ul style="list-style-type: none"> • Salaries and Benefits • Contract Services • Supplies • Space and Infrastructure • Equipment <p>The form will calculate the totals for each year and the overall total.</p>
Total Cost of Ownership Post Implementation Yearly Costs	Use this field to identify the ongoing support costs (such as licences) that would need to be allocated post implementation of the project.
Success Measure	<p>Use this field to describe how success will be measured once the project has been implemented. Some success measurements include</p> <ul style="list-style-type: none"> • Return on Investment • Cost Savings • Cost Avoidance • Risk Mitigation • Non-Financial Benefits <p>For example:</p> <ul style="list-style-type: none"> • Provide the Financial Benefit(s)/Return on Investment (ROI) expected if the request is approved. Return on investment can be calculated as financial gain from investment / cost of investment. • Indicate any Cost Savings that you anticipate from this


Field	Guidance
	<p>project/investment. Cost savings occur when there is a reduction that causes future spending to fall below the current level of spending. These cost savings may then be removed from budgets, reinvested, or redirected to other spending priorities.</p> <ul style="list-style-type: none"> • Indicate any instances of Cost Avoidance you anticipate from this project/investment. Cost avoidance refers to reductions that cause future spending to fall, but not below the level of current spending. Often cost avoidance involves slowing the rate of cost increases. In other words, future spending would have increased even more in the absence of cost avoidance measures. • Indicate the Risk to the College that would be mitigated if this project was implement • Indicate any Non-Financial Benefits expected if the request is approved. Non-Financial Benefits are outcomes of an action or decision that contributes towards meeting a business objective. Inciate how this project/initiative can result in the College’s or Department/Schools strategic or business objectives being achieved or progress made towards achieving the objectives. <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
Planned Start Date	Indicate the date when you plan to commence the project/investment or if the project is already underway, indicate the date that the project was kicked off.
Planned Completion Date	Indicate the date when you plan to complete the project/investment.
Risks/Constraints	Indicate any factors that may hinder decision making or impact outcomes of the project/investment over which you have no direct control.
Implications of not proceeding with this investment	<p>Indicate any risks, issues or negative impacts to the College’s business if this request is not approved.</p> <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
Notes	<p>Indicate any relevant, additional notes that would support the decision making process for approving this request.</p> <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
Opportunity for Students and	Outline any opportunities for students and employees to participate/contribute to the project including interaction with any

Field	Guidance
Employees	external vendors. Please list all relevant learning programs that could potentially be involved.
Save as Draft	Select the Save as Draft button to save the request as a draft for future editing
Submit	<p>Once you have completed the information above, click the Submit button to submit your request.</p> <p>Note: Once the form has been submitted, the form can no longer be edited</p>

3.2 New Position Request Form

The New Position Request Form is displayed in Figure 3.

Figure 4 - Position Request form



Position Request


* Draft Position Title: *

* Area: ▼

* Position Type: ▼

* Estimated Payband including fringe: ▼


* I/O Position #:

* I/O Position Current End Date: 


* Department or School:

* Cost Centre:

* Source of Funds: ▼

* Reports to:  *

* Position #:

* Desired Start Date: value: 4/1/2016 

* Justification:

* limited to 500 characters

* Is this Ministry or board mandated? ▼

* Risk associated with position not being approved:

* limited to 500 characters

Attachments: value: [Click here to attach a file](#)

Select the **Save as Draft** button to save the request as a draft for future editing

Select the **Submit** button when final, no further editing will be allowed

The following table provides guidance for completing the fields on the form. If you require any assistance or further guidance, please direct your queries to the Finance Department via your Business Administrator or Budget Officer.

Field	Guidance
Draft Position Title	Indicate the proposed Job Title for the position being requested.
Area	Select the area into which this position will report. The options are: <ul style="list-style-type: none"> • 1 Human Resources • 2 Finance and Administration • 3 Student Support Services • 4 International, Communications and Strategic Priorities • 5 Academic Services • 6 President and Board of Governors • 7 Digital Technologies and Innovation
Position Type	Select the appropriate position type. The options are: <ul style="list-style-type: none"> • 1 Full-Time Academic • 2 Full-Time Administrative • 3 Full-Time Support • 4 Initiative/Opportunity (I/O) Support (New) • 5 Initiative/Opportunity (I/O) Support (Extension)
Estimated Payband including fringe	Select the estimated payband. The options displayed will depend on the position type selected.
I/O Position #	Indicate the position number if this request is to extend an existing I/O position.
I/O Position Current End Date	Indicate the current end date if this request is to extend an existing I/O position.
Department or School	Indicate the Department or School into which the position would report.
Cost Centre	Enter the cost centre into which this position will report.
Source of Funds	Indicate how this position will be funded. Options are: <ul style="list-style-type: none"> • No new funds will be required in the base budget

Field	Guidance
	<ul style="list-style-type: none"> • Currently partially funded with PT budget. Some incremental funds will be required • New funds will be required in the based budget • A SIP request has been made to fund this request (I/O only)
Reports to:	Identify the person into which this position will report. This field requires the name be part of the College’s staff directory.
Position #	Indicate the Position # of the person into which this position will report.
Desired Start Date	Indicate the date that the position is planned to be filled. The date provided should not be in the current fiscal year.
Justification	Provide the justification for requesting the position. This information will facilitate the prioritization and approval process for position requests. This field is limited to 500 characters. If you enter more than 500 characters, you will not be able to Submit the form.
Is this Ministry or boardmandated	Select Yes or No
Risk associated with position not being approved:	Describe the risk to the College if this position request is not approved. This field is limited to 500 characters. If you enter more than 100 characters, you will not be able to Submit the form.
Attachments	Attach documentation that supports your request, i.e. JFS, PDF, Business Case, etc.
Save as Draft	Select the Save as Draft button to save the request as a draft for future editing
Submit	Once you have completed the information above, click the Submit button to submit your request Note: Once the form has been submitted, the form can no longer be edited

4 How to View Request Status

4.1 SIP Project Funding and Position Requests Default View

To edit a saved draft or view your submitted request, refer to the SIP Project Funding and Position Requests SharePoint Site. The site is available at the following location: <http://connect/committees/cbc/sip15/SitePages/Home.aspx>. You must be logged into the network or the VPN to successfully access this site.

The default page displays all **Project Funding Requests Requiring Approval**, sorted by Governing Committee, and all **Position Requests Requiring Approval**, sorted by Type of Position.



SIP Projects Funding and Position Requests for 2016-2017 > Home
SIP Projects Funding and Position Requests for 2016-2017 site

SIP Projects Funding and Position Requests for 2016-2017

SIP Projects Funding and Position Requests for 2016-2017

- All Position Requests
- All SIP Project Funding Requests
- Approved Position Requests
- Approved SIP Project Funding Requests
- Lists
- Recycle Bin
- All Site Content

Strategic Investment Priority (SIP) Project Funding and Position Requests

Project Funding Requests Requiring Approval

New Actions

Project Title	Brief Description	Business Objective
There are no items to show in this view of the "cpr" list. To add a new item, click "New".		
Add new item		

Position Requests Requiring Approval

<input type="checkbox"/> Draft Position Title	Department or School	Category
Add new item		

4.2 All Position Requests

Select **All Position Requests** to display all draft and submitted position requests. These requests are grouped by status (Draft or Decision status). To edit a draft request, either

- Click the box to the left of the Project Title of the request to be updated, and select **Edit Item** from the ribbon bar at the top of the site, or
- Click on the Project Title, which will display the draft form. Then select **Edit Item** at the top left of the form.



4.3 All SIP Project Funding Requests

Select **All SIP Project Funding Requests** to display

all draft and submitted position requests. These requests are grouped by status (Draft or Decision status). To edit a draft request, either



- Click the box to the left of the Project Title of the request to be updated, and select **Edit Item** from the ribbon bar at the top of the site, or
- Click on the Project Title, which will display the draft form. Then select **Edit Item** at the top left of the form..

 SIP Projects Funding and Position Requests for 2016-2017 › cpr › All Items - Clean View ▾

SIP Projects Funding and Position Requests for 2016-2017

	Project Title	Created	Project Sponsor	Project Owner	Brief Description	Governing Committee
There are no items to show in this view of the "cpr" list. To add a new item, click "New".						
+ Add new item						

- SIP Projects Funding and Position Requests for 2016-2017
- All Position Requests
- All SIP Project Funding Requests
- Approved Position Requests
- Approved SIP Project Funding Requests
- Lists

-  Recycle Bin
-  All Site Content

4.4 Approved Position Requests

All approved position requests will be displayed in the view **Approved Position Requests**.

4.5 Approved SIP Project Funding Requests

All approved project funding requests will be displayed in the view **Approved SIP Project Funding Requests**.

Appendix A. How to Set Up VPN

To connect to the College's SharePoint environment from home, use the Virtual Private Network (VPN):

1. Ensure you are connected to the internet
 - Test this by accessing the [Google](#) search engine page. If you get a search page, you are connected.
2. Ensure that you have the Cisco AnyConnect client installed on your machine. If it is not installed, follow the steps below.
 - Go to the main [Algonquin College website](#),
 - Navigate to the [Information Technology Services](#) web site and download/install the Cisco AnyConnect VPN.
 - i. If prompted for a server name, simply enter the following `secure.algonquincollege.com` and log in with your College credentials (user name and password)
 - Verify that you are connected to the College with the VPN by accessing [MyAlgonquin](#). If the MyAlgonquin website displays, you have successfully connected.
 - If you have issues downloading/installing/connecting, contact the ITS service desk at 613-727-4723 ext. 5555 for assistance.
 - Once the AnyConnect client is downloaded, click on the AnyConnect icon and enter your credentials when prompted.

Appendix B. Business Plan Initiatives

This appendix provides the Business Plan Initiatives aligned to each goal

Goal 1: Deliver an exemplary applied education and training experience.	ACADEMIC Develop a success improvement plan for courses where the failure rate exceeding 25%.
	STRATEGIC ENROLMENT MANAGEMENT - RETENTION INITIATIVES STRATEGIC ENROLMENT MANAGEMENT COMMITTEE Cross-College intervention initiatives for student retention implemented for domestic and international markets.
	ACADEMIC Assess and validate College hybrid and online offerings against the Hybrid and Online Quality Assurance Standards (HOQAS).
	ACADEMIC Prepare for the institutional-level Program Quality Assurance Process Accreditation in 2016.
	INTERNATIONAL, COMMUNICATIONS & STRATEGIC PRIORITIES Complete and begin impletementation of the College's 2017-2022 Strategic Plan.
Goal 2: Create a unique suite of programs, products and services geared to meet the needs and expectations of our clients and students.	STRATEGIC ENROLMENT MANAGEMENT COMMITTEE (SEMC) Cross-College intervention initiatives for student enrolment growth implemented for domestic and international markets.
	ACADEMIC, FINANCE & ADMINISTRATION, STUDENT SERVICES Healthy Living Education (HLE) initiative establishes a planned Centre of Excellence with learning enterprises that will enhance the health and wellness of the College community and National Capital region through the provision of academic programming, products, services, training and graduates.
	ACADEMIC Enhance the choice and flexibility of student learning options by increasing the availability of fully online offerings.
	INTERNATIONAL, COMMUNICATIONS & STRATEGIC PRIORITIES (1) Draft and pilot a new India sales and marketing plan. (2) Increase the number of English for Academic Purpose (EAP) students applying to post-secondary programs.
	ACADEMIC & STUDENT SERVICES ACADEMIC Continue the development and marketing of new degree programs.
	ACADEMIC Develop four (4) on-campus graduate certificates.
	INTERNATIONAL, COMMUNICATIONS & STRATEGIC PRIORITIES, STUDENT SERVICES Deliver on the 50th Annivesary Plan.
Goal 3: Leverage technology to enhance the educational experience	ACADEMIC Implement Curriculum Services hybrid and online program development plan.
	ACADEMIC Plan developed in 2014/15 by Curriculum Services and the Schools to create 150 new hybrid courses in 2015/16.
	ACADEMIC Continue to build on past experience to enhance and expand the Bring-Your-Own-Device initiative as a program delivery format.

	<p>ACADEMIC Continue to build on past experience to enhance and expand the eText initiative to additional programs.</p>
Goal 4: Provide opportunities for every full-time student in Ontario College Credentialed programs to have a work-integrated learning experience.	<p>ACADEMIC Implement Year-4 roll-out of the Work-Integrated Learning (WIL) program initiative.</p>
	<p>ACADEMIC Establish five (5) new stand-alone and 18 new in-class applied research projects.</p>
Goal 5: Deliver exceptional service to our diverse student and client populations.	<p><u>STUDENT SERVICES</u>, FINANCE & ADMINISTRATION, REGISTRAR'S OFFICE (1) Implement a scheduling solution for all domestic campuses. STUDENT SUPPORT SERVICES (2a) Enhancements to existing Library space made and Phase 1 of the Library vision implemented in summer 2016. (2b) Implementation of Career Services Review recommendations.</p>
	<p>FINANCE & ADMINISTRATION Develop a student housing strategy that will help ensure students are accommodated on campus or in our community in environments that support student success.</p>
	<p>INTERNATIONAL, COMMUNICATIONS & STRATEGIC PRIORITIES Develop and implement a International Student Satisfaction Strategy.</p>
	<p>INTERNATIONAL, COMMUNICATIONS & STRATEGIC PRIORITIES Establish an Algonquin College benchmark around Employer satisfaction.</p>
	<p>FOUNDATION (1) Conduct an Alumni Satisfaction Survey after Alumni Awareness and Engagement Plan is implemented.</p>
	<p>HUMAN RESOURCES Develop the second Accessibility for Ontarians with Disabilities Act (AODA) multi-year plan 2016-2018.</p>
	<p><u>DIGITAL TECHNOLOGIES & INNOVATION, HUMAN RESOURCES, FINANCE & ADMINISTRATION</u> Complete delivery of Project Fusion with upgraded software application platforms and business processes for the Human Resources, Payroll, Budgeting and Finance enterprise resource planning systems.</p>
Goal 6: Leverage technology to automate and modernize our business processes, fostering an environment of continuous improvement.	<p><u>STUDENT SERVICES, DIGITAL TECHNOLOGIES & INNOVATION, ACADEMIC</u> Request for Information prepared for a student information system.</p>
	<p>INTERNATIONAL, COMMUNICATIONS & STRATEGIC PRIORITIES Create a one-stop physical and digital environment for onshore international students.</p>
	<p><u>DIGITAL TECHNOLOGIES & INNOVATION, FINANCE & ADMINISTRATION</u> Continue execution of lean business process improvement strategy to enhance value and improve experiences of students and employees.</p>
	<p><u>FINANCE & ADMINISTRATION, ACADEMIC, INTERNATIONAL, COMMUNICATIONS & STRATEGIC PRIORITIES, STUDENT SERVICES, HUMAN RESOURCES</u> FINANCE & ADMINISTRATION Continue applied research project Education Program Efficiency in collaboration with KPMG to review College services and identify opportunities to enhance student and client experience, improve efficiencies, implement service metrics and achieve sustainable efficiencies.</p>
	<p>HUMAN RESOURCES Implement the top three initiatives/priorities determined by the 2014-15 Employee Engagement Survey.</p>
Goal 7: Attract, develop and retain employees who have the knowledge and skills to	<p>HUMAN RESOURCES Implement the top three initiatives/priorities determined by the 2014-15 Employee Engagement Survey.</p>

be fully contributing members of the College.	HUMAN RESOURCES Develop a College-wide multi-year People Plan/HR Strategy to support the strategic priorities of the College (2017-2022).
Goal 8: Create and foster an environment in which the College's model of leadership competencies and behaviours is supported.	HUMAN RESOURCES Continue to offer modules of leadership through the Management Academy to all Administrators.
	FINANCE & ADMINISTRATION, ACADEMIC Implement second fiscal year framework of Responsibility Centre Management model, based on approved Responsibility Centre Management principles to encourage innovation and align academic authority with financial accountability.
Goal 9: Align our funded operational expenditures with provincial funding.	Completed. Standard operating procedure at the College.
Goal 10: Expand non-funded opportunities to increase revenue.	ACADEMIC Deploy an account management sales model, implement a suite of educational technology options for the corporate audience, and enhance self-service capacity to increase the number of Corporate Training client organizations served.
	INTERNATIONAL, COMMUNICATIONS, & STRATEGIC PRIORITIES Review and update the International Education Strategic Plan.
	FINANCE & ADMINISTRATION Continue execution of College Ancillary Services roadmap to achieve strategic objectives that enhance services to students and employees, increase sales, improves productivity and provides more resources for strategic investment priorities.
Goal 11: Leverage strategic business partnerships to meet the capital needs of the College.	FOUNDATION Complete Year 3 of the 5 Year Fundraising Plan.
	FINANCE & ADMINISTRATION Lead the implementation of the second Energy Savings Contract (ESCO2) facility improvement measures to achieve energy savings, reduce greenhouse gas emissions and encourage a culture of sustainability.
Goal 12: Create the technological foundation to align with the digital direction.	DIGITAL TECHNOLOGIES & INNOVATION Complete the process of making College data accessible through a common BI (Business Intelligence) portal, via the underlying Enterprise Data Warehouse (EDW)
	DIGITAL TECHNOLOGIES & INNOVATION (1) Internet infrastructure upgrades to improve capacity and reliability. (2) Access and Core network upgrades to improve redundancy, and increase performance. (3) Wireless network upgrades, leveraging 802.11ac technology to improve capacity and performance. (4) As part of a continued focus on Information Security, initiate a focus on Identity and Access Management (IAM). (5) Establish a framework to address IT deferred maintenance and guide investments in upgrading key elements of the technical infrastructure.