

ComplianceAssist! Strategic Planning Quick Reference Guide Building and Monitoring a Strategic Plan

ComplianceAssist! is a web-based tool for documenting, tracking and reporting unit strategic planning efforts. The following is a brief step-by-step summary with video tutorials for entering/updating strategic planning efforts.

Steps for completing an annual plan for monitoring progress towards strategic goals

STEP 1: Accessing Compliance Assist

1. Use the link on OIEP's website: <https://cofc.compliance-assist.com> (Google Chrome is preferred)
2. Login with CofC Username and Password
3. Select Planning
4. Select My Dashboard
5. Select Strategic Plans tab
6. Select unit name using organizational chart on left (to expand chart, select the plus button)
7. Select Edit Filter to change the year, if needed

STEP 2: Entering and Updating Unit Information (Strategic Plans tab)

Fields included: Unit name, Strategic Planning Coordinator, Coordinator's contact information, Unit Mission, Unit Vision and Values, SWOT and Trade Offs

1. To enter new unit information, select New Item and Unit Information
2. To update unit information, select the underlined unit name and then select Edit tab
3. To enter/update Strategic Planning Coordinator, select Manage:
 - a. Enter last name in User Name search field and select Search
 - b. Select appropriate user from available roles box
 - c. Select Save
4. To enter/update Coordinator's email, phone, and office address; enter information into appropriate text fields
5. To enter/update mission statement select Edit, enter the information, and select Update
6. To enter/update vision statement, select Edit, enter the information, and select Update
7. To enter/update values, select Edit, enter the information, and select Update
8. To enter/update a SWOT analysis, enter the Strengths, Weaknesses, Opportunities, and Threats in each of the appropriate text fields using the Edit and Update buttons
9. To enter/update Trade Offs, select Edit, enter the information, and select Update
10. To assign an appropriate date range, use the Choose Fiscal Year Dates feature next to the Start and End fields:
 - a. Unit Information should span the entire Strategic Planning timeframe (typically 5 years)
11. Use the Progress field drop-down box to indicate current status of goals and outcomes
12. Don't forget to always select Save or Save & Close once the Unit Information is completed

STEP 3: Entering and Updating Unit Goals (Strategic Plans tab)

Fields included: Goal Number, Goal Title, Goal Statement, and Progress

1. To enter a new goal, select New Item and Unit Goal
2. To update an existing goal, select the underlined goal name and then select Edit tab
3. To enter/update a goal statement, select Edit, enter/update the goal statement and select Update
4. To assign an appropriate date range, use the Choose Fiscal Year Dates feature next to the Start and End fields:
 - a. Unit Goals should span the entire Strategic Planning timeframe (typically 5 years)
5. Use the Progress field drop-down box to indicate current status of goals and outcomes
6. Don't forget to always select Save or Save & Close once the Unit Goal is completed

STEP 4: Entering and Updating Unit Outcomes (Strategic Plans tab)

Fields included: Outcome Number, Outcome Title, Outcome Statement, Measures, Targets and Deadlines, Strategies, Budget Requests Justification/Description, Number of Lines Requested, Non-Recurring Budget Requests, Recurring Budget Requests, Progress

1. To enter a new unit outcome, select New Item and Unit Outcome, provide an outcome number and title
2. To update an existing unit outcome, select the underlined unit outcome name and select Edit tab
3. To enter/update an outcome statement, select Edit, enter/update the outcome statement and select Update





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4. To enter/update measures, select Edit, enter/update the measures and select Update
5. To add supporting documentation, use the file library, select Upload File(s), Select your file, select Upload File
6. To enter/update targets and deadlines, select Edit, enter/update the targets/deadlines and select Update
7. To enter/update strategies, select Edit, enter/update the strategies and select Update
8. To enter/update budget request, select Edit, enter/update the strategies and select Update
9. As appropriate, enter number of lines requested, non-recurring, and recurring budget requests
10. Select the Progress status from the drop-down list at the bottom of the page
11. Select Save to continue working in this box to relate outcomes to unit goals in Step 5

STEP 5: Relating Outcomes to Unit Goals

1. Select Related tab at top within unit outcome
2. Select Add
3. Select the checkbox(es) for the appropriate Unit Goal(s)
4. Select Add
5. Select Close
6. Complete these steps for each unit outcome

Compliance Assist Symbol Legend

	i Bubble	Provides Instruction/Descriptions
	Paper	Unit Information, Mission, Vision, SWOT
	Blue sphere	Unit Goal
	Stopwatch	Unit Outcome