

Inputting Program Review Update in SPOL

Program review update must be entered in SPOL's Planning Module. Make sure you change the planning year to the following:

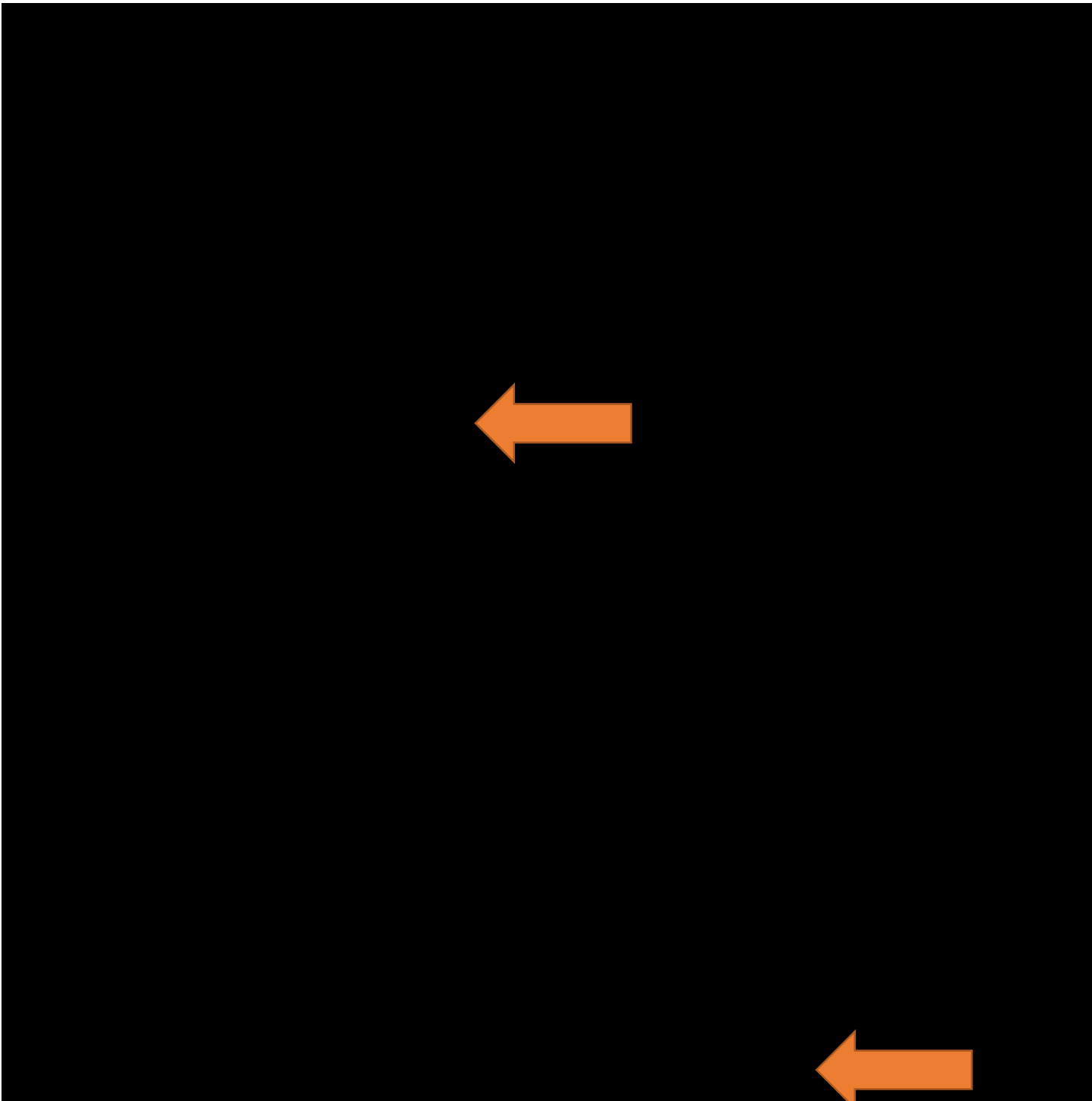
To update past objectives –Planning Year 2016-17

To create future objectives – Planning Year 2018-19

Below is a quick outline of the inputting process:

1. Log in to SPOL: <https://spol.imperial.edu> (some users have experienced issues in SPOL when utilizing older browser versions of Internet Explorer, Firefox, and Chrome, so make sure your browsers have been updated)

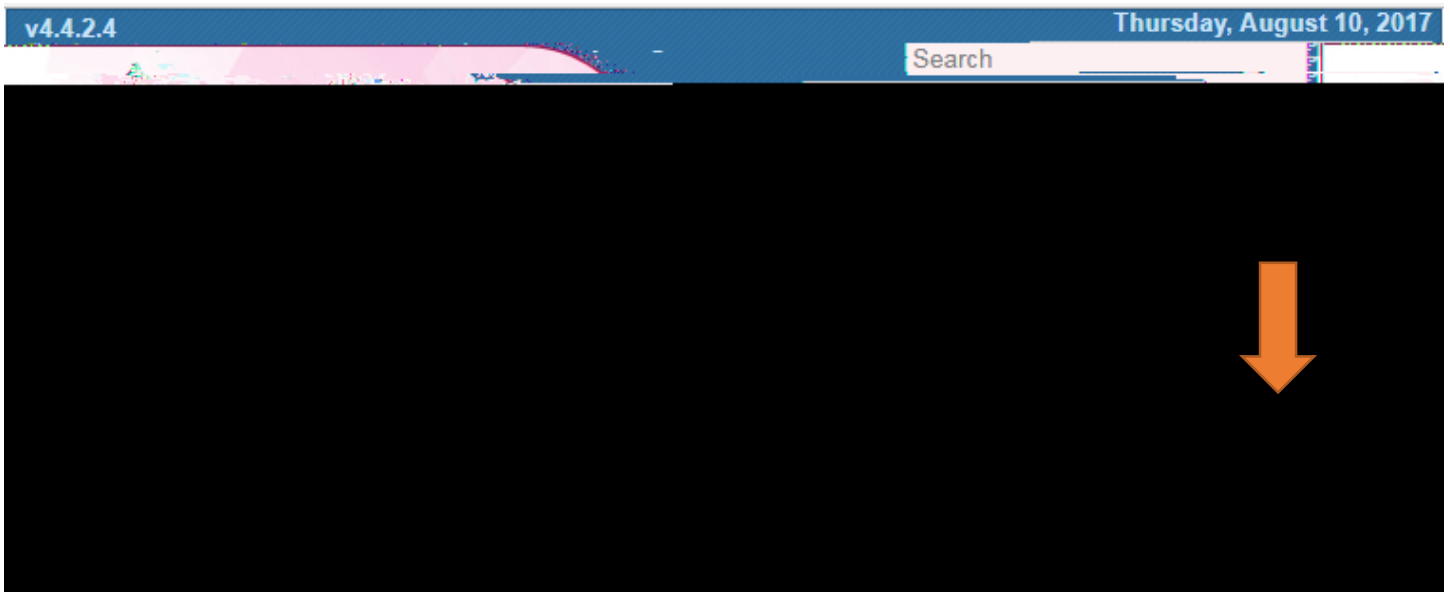
2. As you log in, 2016-17 Planning year is the default year, click on my planning units, and continue clicking on the triangles until you find the 15-16 objectives as s0i75ontte



6. For Future Goals, change the planning year to 2018-19 in SPOL. Click on planning tab up on the top, then click on view my objectives.



7. Click on new objective

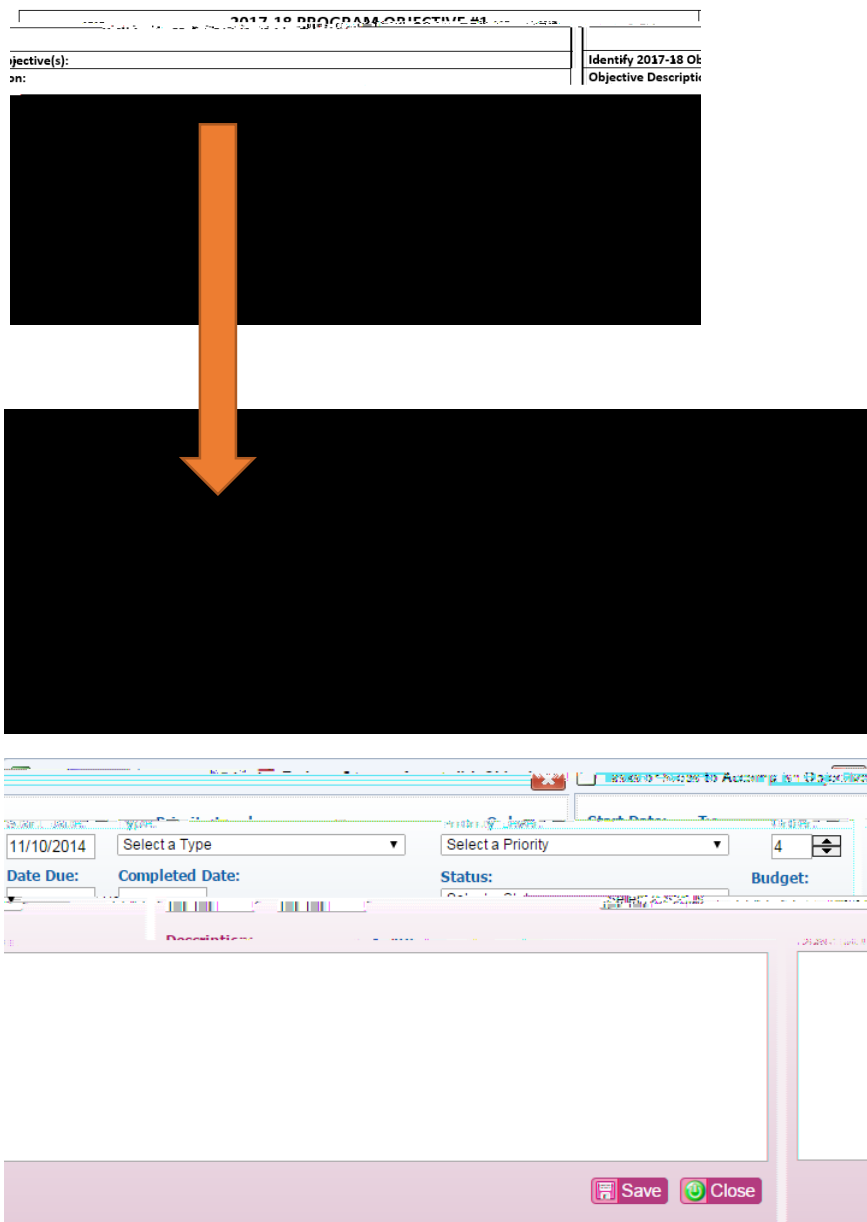


8. The instructions show how to transfer from paper template to SPOL. If you are not using paper template as a guide, complete the blanks on the "create new objective" wizard.

Enter objective title, select your planning unit/dept, chose 2017-18 for original planning year, indicate if it's a multi-year goal, select an objective purpose, select an objective status, and describe your objective under the Objective Description



9. Tasks need to be inputted individually as they also serve as an indication for budget enhancement requests.



- a) Click on Add under the tasks/steps section, copy and paste from the hard copy
- b) From the paper version timeline, the first date should be the start date and the end date should be the date due. For example if Fall 2018, is listed on the timeline, start will be August 1, 2018 with and end date of December 31, 2018.
- c) Choose High for priority level
- d) Under type, choose Qualitative/Qualitative for how the objective will be measured.
- e) Choose status of the objective from the dropdown menu. Most will be planning unless it is a multi-year objective
- f) You do not need to fill in completed date/order number.
- g) Click on Save.

10. If there is a budget enhancement tied to this task, you need to complete the following:

