



## Past Goals

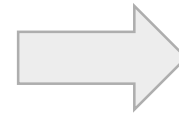
2. By default, you will be in the 2018-19 Planning year, so you need to go to 2017-18, click on my planning units, and continue clicking on the triangles until you find the 1718 objectives as seen below:





## Future Goals

4. For Future Goals, change the planning year to 2019 SPOL. Click on planning

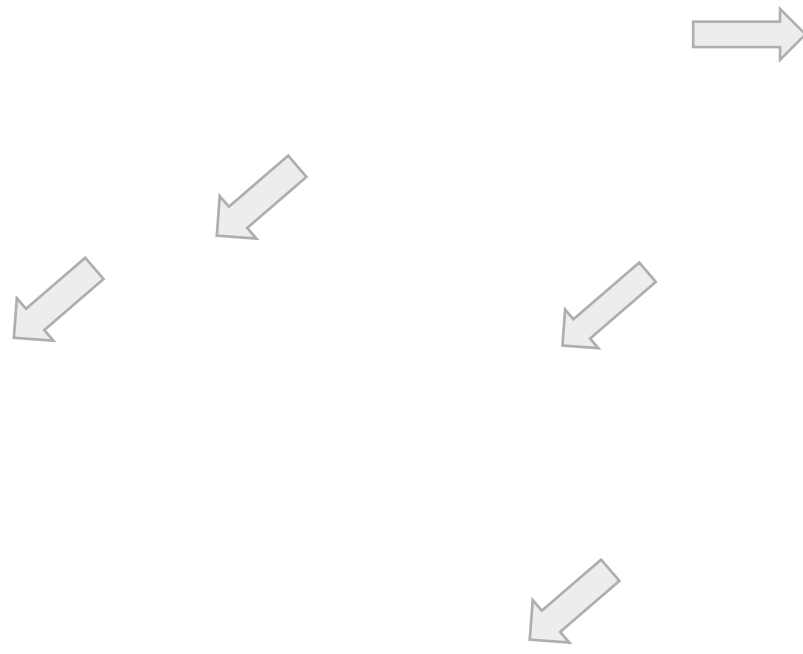


5. Click on create new objective.



6. These instructions also show how to transfer from paper template to SPOL. If you are not using paper template as a guide, complete the areas shown with the arrows below. If you are using paper, please refer to next page.

Enter objective title, select your planning unit/dept, chose 20120 for original planning year, select an objective purpose, select Program Review as an objective purpose, choose Planning under Objective status, and describe your objective under the Objective Descr. Once you have finished click on the floppy/save icon to proceed to the new set of questions on creating tasks and measuring your objec



If using paper template, see below:



7. Leave Planning Unit Goals, Resource Plans, and Planning Priorities Blank



8. Adding a task and/or budget enhancement request:

- a) Click on Add under the tasks/steps section
- b) the first date should be the start date and the end date should be the date due. For example if Fall 2019, is listed on the timeline, start will be August 1, 2019 with an end date of December 31, 2020.
- 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

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

- a) Click on view budget
- b) Click on new
- c) Select budget account
- d) Select the GL code for corresponding request, if the GL code is not listed select new GL code, click next

