



## Three Steps for 2025–2026 Strategic Plan Reporting

### Step 1: Annual Reporting

Add results to the 2025–2026 column of current goals, objectives, and performance indicators.

### Step 2: 2021–2026 Closeout Report

Complete closeout report to report status (Complete, Carryover, Abandon) for 2021–2026 goals and objectives. See an example [here](#).

### Step 3: Upload 2026–31 Strategic Plan

Upload 2026–2031 Strategic Plan, including changes and updates made in the closeout report, to the Annual Plans and Reports Assessment Management Repository.

### Bonus: Celebrate!

Celebrate all you have learned and accomplished in the first five years of strategic planning, and the bold goals you have set for the next five years.

### Questions

Have questions or need assistance with strategic planning or annual reporting? Contact Shameika Daye, Director of Program Review and Planning at [Shameika.Daye@charlotte.edu](mailto:Shameika.Daye@charlotte.edu) to schedule a call or meeting.