

**Department of \_\_\_\_\_ Planning Document**  
**Office of Academic Affairs**  
**Naropa University**  
**20\_\_-20\_\_ Academic Year**

**Part I. Department SWOT Analysis.**

In order to develop plans for the future, it's helpful for the department to take stock of its current circumstance: what is the department most proud of in terms of its curriculum, faculty, student learning outcomes, etc.? What keeps the chair and others in the department worrying in the middle of the night? What is happening in the internal Naropa context or external academic and social landscape that provides the department with a way of strengthening or expanding its current operations and offerings? What is happening in the internal Naropa context or external academic and social landscape that threatens the sustainability of the department and/or specific programs?

- A. Strengths.
- B. Weaknesses.
- C. Opportunities.
- D. Threats.

**Part II. Establishing Chair and Department Goals for the Academic Year.**

A. Goal 1. Statement:

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a. Strategy 1. Statement:

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1. Tactics.

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2. "Driver." (Responsible Party)

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3. Time Frame.

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4. Personnel Resources Required.

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5. Financial Resources Required.

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6. Physical Resources Required.

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7. Projected Outcome.

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8. Measure of Success.

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9. Confounding Factors.

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For each goal, complete the above components (Strategy, Tactics, “Driver,” Etc.).