### PLAN

1. **Goal** - principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting (LifeMap)

   - Review & revise the Records Office Department website.

2. **Objectives** - What will be accomplished and measured

   - To be able to navigate through the website with greater ease. The content will be streamlined to make it more appealing.

3. **Measures and Findings** – How specifically measures will be conducted. How will we know the objective has been achieved?

   - To streamline website for easier navigation. Make a more appealing website.
   - Conduct series of information sessions with staff and students to identify areas of change.
   - Implement change

4. **Action Plan** - What is the implementation plan?

   - Assess the website. November – December
   - Identify content November – January
   - Update changes to the website by June 30, 2015

5. **Achievement Summary/Analysis**

   - What was learned from the assessment results? What changes will you make in your initiative for the year to come?

6. **General Education Learning Outcome**

7. **Strategic Plan Outcome**