**Factors for including action items in the Operational Plan**

**Items included in the Operational Plan must include the following criteria:**

1. Must be derived from a unit-level plan or a committee plan.
2. Must be timeline specific.

**Once the two criteria above have been met, action items that meet any of the following characteristics should be included in the Operational Plan:**

1. Require funding that exceeds the current unit-level budget; or
2. Require new or remodeled facilities; or
3. Require support from the Information Technology Department
4. Have an inter-unit impact involving the Unit Head and others in the organization or other actions with broad implications; or
5. Create significant interest and a general “need to know.”
6. A new instructional program will be included in the Operational Plan when there is a possibility of a “public” investigation/exploration that would include seeking funding. The program will be described at the “industry” level in order to maintain a strategic advantage with competitors outside the College.

**The Operational Plan does not include:**

1. Items included in collective bargaining agreements and contracts; or

2. Legal mandates that must be carried out aside of the Operational Plan; or

3. Items in the College’s carry-forward budget.