

## Possible Approach for Depicting Goals/Objectives/Activities/Responsibility/Evidence/Timeline

1. For each goal, list the goal and its short explanation first such as:

**Goal #1: *Program Improvement to meet workforce needs by incorporating...***

2. Put in a short paragraph explaining the goal and all the objectives.
3. For each objective, list each activity involved, the lead and other responsible parties, deliverables/evidence, and timeline. (It's sometimes difficult to gauge the column width so that the columns end up the same depth.)

Here is an example of two objectives under Goal #1 and two activities involved. We use one table for each objective.

### **Objective A: Effectively engage Business and Industry to guide all curriculum efforts.**

Activity	Lead	Deliverables/Evidence	Timeline
1. Build on CTC BILT Team "best-in-class" model to create consistent regional/local BILTs connected/mentored by national BILT members to 1)validate emerging trends so that courses/programs can be updated aligning to workforce needs, 2) create projects/case studies to teach business relevance, 3) evaluate capstone courses, 4) provide internships/externships, some virtual, and 5) provide speakers for classes/training events on emerging topics.	PI+Asst. Dir. will lead; Partners lead regional work participating with national	Minutes of Quarterly BILT meetings, including yearly job skills analysis updates; courses and projects/case studies documented; videos of evaluation of capstone courses; internship and externship documentation and testimonials; videos of select class business presentations. All courses and videos available via CTC web.	Qtrly meetings yearly; includes annual skills analysis and 3 virtual mtgs.
2. Elevate knowledge, skills and abilities levels for IT workers (due to emerging IT technologies) with the knowledge, skills, and abilities (KSA) analysis validated by BILT teams for regional-hubs and CCN colleges.	PI+Asst. Dir. lead effort; regional partners lead in their regions.	Annual update of KSAs and curriculum gaps identified to drive curriculum development, including update of recommended national IT certifications.	Task analysis: Q2 annually