



**To volunteer please submit your name  
by 8 February 2010 to:  
Joanna Campbell (President's Office)**

# Okanagan College Project Charter

***Project Champions and Leaders:** This form is designed to be completed and submitted to Joanna Campbell for posting to the "Project Charter" folder in the MyOkanagan Leadership Team Group. You may wish to save a copy to your system and resend to Joanna is revisions are made.*

## General Information

<b>1. Project Name:</b>	Strategic Plan Review
Project Number: <i>To be assigned by the President's Office on submission</i>	PC2010-01

**2. Project Description:**

**Background:**  
In 2005/06 Okanagan College developed its first strategic plan, called Designing our Future. The process included input from hundreds of participants in focus groups, online forums and written submissions. The resulting Mission, Vision, Values and Key Directions have provided strategic direction for the College for the past five years. The original intention had been to annually review the key directions and have a complete review after five years. Annual reviews have occurred. This charter outlines the process a more comprehensive review to be undertaken in 2010.

**Purpose:**  
The purpose of the project is to complete the review, based on the following principles:

1. The strategic planning team membership will represent the diverse nature of Okanagan College and its employee and student communities.
2. The strategic planning team will work with the project director and her team to develop a consultation process involving Okanagan College students, employees, stakeholders and community members. The strategic planning team will review the relevance of the current strategic plan in the context of a comprehensive environmental scan.
3. The project will focus on strategic rather than operational plans for the College. It will provide direction to the subsequent development of the Long-term Education Plan and associated service plans.

**Terms of Reference for Strategic Planning Team:**  
Team members will be required to attend bi-weekly in-person meetings and review and provide electronic feedback on documents. The project has an ambitious completion date that will require 3 - 4 days turnaround on document feedback.

1. Provide feedback and direction to the strategic planning process.
2. Actively support the strategic planning process by providing information to colleagues, students and community members; and communicating issues and opportunities to the strategic planning team.
3. Maintain active and informed knowledge of the strategic planning process by attending documents and reviewing documents within the required time frames.

**Scope:**

Within reasonable limits, the committee will examine the most recent trends in the College sector and ensure that Okanagan College’s strategic plan anticipates regional, national and international developments expected over the next decade.

**Strategic Planning Team :**

Advisory to the President, the steering committee will include the following:

1. President of Okanagan College (Chair);
2. One member, Board of Governors;
3. Chair, Education Council (or designate)
4. One student from the Kalamalka Campus Student Association
5. One student from the OCSU
6. One alumnus/alumna
7. Three instructional employees in teaching positions
8. One instructional employee in non-teaching position
9. Two support employees
10. Two members of administration (non Leadership Team)
11. Two members of the Leadership Team

The work of the committee will be supported by various members of staff. A project director will be responsible for the day to day management of the project and guide the steering committee through the various processes.

**Outcome:**

The President will present any recommended changes to the Mission, Vision, Values and Key Directions to the Board, based on the deliberations of the committee.

<b>3. Project Champion(s):</b>	Jim Hamilton	Okanagan College President
--------------------------------	--------------	----------------------------

<b>4. Project Leader(s):</b>	Jim Hamilton	Okanagan College President
------------------------------	--------------	----------------------------

--	--	--

<b>5. Project Participants:</b> <i>Please type the names of the project participants in the space provided:</i>	TBC
--	-----

**Project Schedule**

<b>6. Draft recommendation to be presented by:</b>	
--	--

If required – Amended recommendation (revision one) or report to be presented by:	
---	--

If required – Amended recommendation (revision one) or report to be presented by:	
---	--

If required – Amended recommendation (revision one) or report to be presented by:	
---	--

Final recommendations to be presented by:	
---	--

Other Scheduling Notes:

--

**7. Milestone Dates:**

1..	<b>14 January 2010</b>	Details:	Review by the Leadership Team
2.	<b>14 January 2010</b>	Details:	Conduct Environmental Scan
3..	<b>26 January 2010</b>	Details:	Review by Board of Governors
4..	<b>01 March 2010</b>	Details:	Start Consultation Process
5..	<b>29 March 2010</b>	Details:	Review current Strategic Plan
6..	<b>19 April 2010</b>	Details:	Prepare draft Plan
7..	<b>27 April 2010</b>	Details:	Review of updated Strategic Plan by the Board of Governors
8..		Details:	

Other Notes:

--

**8. Schedule Status:**

--

Details and revisions, if appropriate:

--

Decision(s) Required :

--

**Budget and Resources**

**9. Project Budget:**

--

Details:

--

**10. Budget Status:**

--

**11. Resource Request:**

Personnel:

--

Other:

--

**Notes:**

*If appropriate.*

--

## Project Structure, Status and other Notes

**12. Project Structure/Status/Notes:**

--

**13. Charter Prepared/updated by:**

Jim Hamilton (13 January 2010)
--------------------------------

**14. Date of Charter Submission/Revision:**

--