

# Strategic Plan Process

## Process Definition



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	<b>STRATEGIC PLAN PROCESS DEFINITION</b>		<b>Document No</b>	<b>IU.FA.FR.091E</b>
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## 1. SUMMARY

- 1.1. This document defines the Strategic Plan process in details.
- 1.2. The relationship between this process and the other processes within the Ishik University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM].

## 2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Krishna Navulur	Fatih Cura

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	15/05/2015	0	3 years	Original Release	Cagri Mart	Rasha Alkabbanie	Dr. Mehmet Ozdemir
2	01/11/2017	1	3 years	The format has been changed, other items has been added to the content	Rasha Alkabbanie	Krishna Navulur	Fatih Cura

## 3. PROCESS DEFINITION

- 3.1. The purpose of this process is to Set the Strategic Plan of ISHIK University every 5 years, and to evaluate the achievement of the strategic plan annually.

## 4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in the “Quality Objectives of Ishik University” document.

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4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Ishik University” document.

4.3. The targets of each objective are determined in October of every academic year.

4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
<b>L1</b> -Annually detecting the implementation of the strategic plan	Number of metrics evaluated	None
Achieving Academic excellence	% of achievement of Academic excellence metrics	All process
Achieving Faculty excellence	% of achievement of Faculty excellence metrics	All process
Achieving Student Excellence	% of achievement of Student Excellence metrics	All process
Achieving Excellence in Research and Publication	% of achievement of Excellence in Research and Publication metrics	All process
Achieving Administrative excellence	% of achievement of Administrative excellence metrics	All process

## 5. PROCESS OWNERS AND RESPONSIBLE PARTIES

5.1. The owner of this process is the **Strategic Planning Committee, Strategic Evaluation Committee**.

5.2. The **Members of Strategic Planning Committee and Members Strategic Evaluation Committee** will ensure proper fulfillment of the requirements of this process.

5.3. The **University Council** will ensure proper resources are provided for this process.

5.4. **University council** will officially approve all plans related to University’s academic and administrative operations and conduct weekly meetings to monitor the progress. **Every member of Ishik University** can contribute in strategic planning by submitting their strategies to their immediate superior by conducting weekly meetings and superiors will present their department’s strategies to University council. **Academic Vice President, Administrative Vice President, Deans, Heads of various departments and faculty members** are responsible for implementation of all strategic plans. University council is responsible for Evaluation of all strategies at every end of academic year.

## 6. TYPICAL PROCESS INPUTS AND RESOURCES

6.1. Technical Information Needed:

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- Mission and Vision of Ishik University(ishik.edu.iq)
- Values of Ishik University.
- SWOT analysis of Ishik University.
- Context of the Organization (IU.COTO)
- Statistics about the academic and non-academic processes.

#### 6.2. Resources/Facilities and Techniques needed:

- Access to PBS Statistics.
- Access to NUR System Statistics.

#### 6.3. Resources/Personnel needed:

- Members of Strategic Planning Committee
- Members Strategic Evaluation Committee

#### 6.4. Special training needed

- None.

### 7. SUP-PROCESSES WITHIN THIS PROCESS:

- Preparing the Strategic Plan.
- Evaluating the Achievement of Strategic Plan.

### 8. TYPICAL PROCESS OUTPUTS

#### 8.1. Service produced:

- Prepared Strategic Plan
- Achievement of the strategic plan is evaluated.
- Corrective actions and recommendation s are introduced.

#### 8.2. Documents produces :

- Strategic Plan of Ishik University (for 5 years).

#### 8.3. Records produced:

- Evaluation of Strategic Plan.
- Strategic Plan Evaluation Report.

### 9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Targets set within the Strategic Plan doesn't meet the recent situation	Likely to occur	Moderate	Annual evaluation of the strategic plan	Insuring ability to re-set the targets when needed

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Passing one academic year without evaluating the achievement of strategic plan	Unlikely to occur	Moderate	Annual Evaluation of Quality Objectives	Sending reminders to the Head of the Evaluation Committee by the academic vice president
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## 10. STEPS

### 10.1 For sub-process: Preparing the Strategic Plan.

1. Every five academic years, Strategic Planning Committee starts to prepare the Strategic Plan for the following 5 Academic years (one year before the expiry of the previous strategic plan).
2. The Head of Strategic planning Committee calls for a Committee meeting.
3. According to the most recent version of the university Mission and Vision, and according to the availability of resources and the situational analysis of the university, members of Strategic Planning committee set a draft version of the strategic plan.
4. The followings are the most important items in the strategic plan:
  - Strategic Goals of Ishik University
  - University Strategy Implementation
  - Academic Level Implementation
  - Administrative Level Implementation
  - University Strategy Evaluation
  - Academic excellence Evaluation
  - Faculty excellence Evaluation
  - Student Excellence Evaluation
  - Excellence in Research and Publication
  - Administrative excellence
5. The University council will officially approve the prepared strategic plan.
6. Every member of Ishik University can contribute in strategic planning by submitting their strategies to their immediate superior by conducting weekly meetings and superiors will present their department's strategies to University council.

### 10.2 For sub-process: Evaluating the Achievement of Strategic Plan.

1. The Strategic Evaluation committee offers broad framework for using existing data or institutional capacities to assess and track progress on plan priorities and objectives.
2. The Strategic Evaluation committee collects the data from each and every individual unit across the university by thorough internal auditing and also by using the statistics collected via PBS system and NUR system.

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3. The Strategic Evaluation committee submits report combined with suggestions and recommendations of corrective actions to University Council.
4. Ishik University focuses on strategy evaluation in terms of academic excellence, faculty excellence, student excellence, research excellence and staff excellence.