**SCOPE OF WORK DOCUMENT**

**COMMITTEE NAME**

**DIVISION OF STUDENT AFFAIRS**

**Academic Year: XXXX-XXXX**

**Last Revised: XX, XX, XXXX**

**Purpose:**

**Strategic Plan Initiative(s):**

**Boundaries and Values:**

The XXXXX Committee will

* X
* Y
* Z

The XXXXX Committee will NOT

* X
* Y
* Z

**Key Partners:**

**Goals for the Year:**

1. X
2. Y
3. Z

**Current State:**

* There are already division members/teams doing…
* The current things in play that could impact the goals above are…

**SALT Champion(s):**

**Chair(s):**

**Membership (name, unit represented)**

**Expectation of Members:**

* Members of this team will

**Meeting Pattern:**

* This team will meet

**Implementation Plan** *(add additional rows as needed)*

**Goal 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **How will you accomplish this goal? (Break down the goal into action steps)** | **Who will be responsible for this step?** | **When will the step be completed?** | **What resources and/or support are needed?** | **How will we know this has been accomplished? (List any deliverables, metrics, targets, or data sources)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Goal 2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **How will you accomplish this goal? (Break down the goal into action steps)** | **Who will be responsible for this step?** | **When will the step be completed?** | **What resources and/or support are needed?** | **How will we know this has been accomplished? (List any deliverables, metrics, targets, or data sources)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Goal 3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **How will you accomplish this goal? (Break down the goal into action steps)** | **Who will be responsible for this step?** | **When will the step be completed?** | **What resources and/or support are needed?** | **How will we know this has been accomplished? (List any deliverables, metrics, targets, or data sources)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Parking Lot for Future Years:**

* **X**
* **Y**