

Administration & Finance Program Reviews Report Template for Alternate Cycle Reviews

Reports should be no more than 2-4, single-spaced pages and answer basic questions:

- *What is the unit's current situation in terms of mission, performance, customer service, etc.?*
- *How has the unit performed on recommendations from the previous program review?*
- *What are important improvements that can be made in the unit's performance in the near and long-term future?*

Opening Paragraph

In narrative form, briefly describe the process of the Alternate Cycle Review – emphasizing that the previous program review report was reviewed by the Review Team. Note that the unit leader & AVP updated and submitted all appropriate documentation (listing the documentation). Finally, briefly describe the SWOT Analysis that was conducted for the Alternate Cycle Review. When was it held, who was involved, etc.

Unit Mission, Vision, and Values

The process of conducting an Alternate Cycle Review includes the unit updating its stated mission, vision, and values statements. Those should be included in the report.

SWOT Summary

- Strengths (three key strengths from the SWOT conducted for the review)
- Weaknesses (three key weaknesses from the SWOT conducted for the review)
- Opportunities (three key opportunities from the SWOT conducted for the review)
- Threats (three key threats from the SWOT conducted for the review)

Report from Previous Program Review

The focus of this section is on the recommendations that were created from the previous program review. List the key recommendations that were made in that review and briefly describe the unit's progress on those key recommendations.

Findings and Recommendations

This is the most important element of the report. Based on the Review Team's analysis and discussions with the unit head and AVP, list recommendations for improving the performance of the unit. There should be recommendations written just as you would for a full review. Recommendations should deal with positions, space, performance improvement, customer service improvement, policies, communication, leadership, etc. etc.

In an Alternate Cycle Review, the "final report" consists of the document described above along with the documentation provided to the Review Team by the unit head for the Alternate Cycle Review (as appendices).
