**Administration & Finance Program Reviews**

**Report Template for Alternate Cycle Reviews**

**(Updated Spring 2017)**

*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 head & 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 it was held, who was involved, etc.

**Unit Mission, Vision, and Values**

The process of conducting an Alternate Cycle Review includes the unit updating its mission, vision, and values statements. These updated statements 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)

***\*NOTE: if the unit prefers to obtain a facilitator to conduct a SWOT analysis, the unit head may contact Talent Development to arrange a meeting to complete the SWOT analysis.***

**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 section 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 program review. Recommendations should focus on staffing, space, performance improvement, customer service improvement, policies, communication, leadership, 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).***