

CREATE OBJECTIVES

At the beginning of the planning year or during Fall semester, you should use the JMU-STAR tool to create objectives for the upcoming year. Any objective is appropriate for tracking in the planning tool, not just new or innovative ones. The JMU-STAR tool is the vehicle for reporting and tracking objectives so that they are seen and reviewed by university administration.

Effective communication is critical for our planning process to work optimally. Please talk to those you lead about their objectives; both the ones being worked on in the current year and the ones being planned for next year. Ask questions of your supervisor to learn their planning priorities. The plan hinges on the quality of the objectives being executed and their alignment with university goals and core qualities.

NOTE: If you are continuing an objective from a previous planning cycle, see instructions to Copy an Objective. Copying objectives should be done before creating new objectives, otherwise the new objective will be overwritten by the copy process. If you are creating new objectives, continue with the instructions in this section.

For each objective, enter information for sections 1 (**Objective Name and Link to Plans**) through 1.4 (**Budget Initiative**).

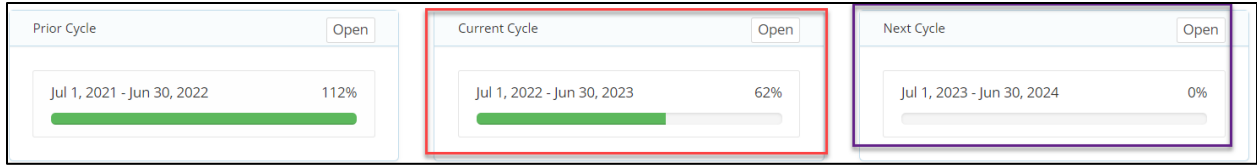
1 Objective Name and Link to Plans
1.1 Steps to meet the objective
1.2 Support for Objective
1.3 Evaluation methods
1.4 Budget Initiative
1.5 Mid-Year Update (optional)
1.6 Objective accomplishments
1.7 Use of results

The other fields (**Objective Accomplishments** and **Use of Results**) are not required to be completed until the end of the academic year. However, you can fill in information as it becomes available.

1. Log in to the JMU-STAR tool.
2. From the Welcome Page, click on **Programs**.



3. Click on your program/unit name.
4. Choose the planning cycle you're working on.
 - a. There are three cycles visible: Past Cycle, Current Cycle, Next Cycle.
 - b. Planning cycles align with the university's academic and fiscal year (July 1 – June 30).



Note: The following steps are re-numbered to align with the objective numbering in the JMU-STAR tool:

1 Objective Name and Link to Plans

Several things happen in this first box of the objective:

- A. Name the objective: Objective Name - short and long description
- B. Link Objective to JMU Strategic Plan and Division Strategic Plan
- C. Link to Annual Report
- D. Add a new objective field set

A. Name the objective: Objective Name – short and long description

1. Click on the first field (**Objective Name and Link to Plans**) to expand it.

2. Brief instructions are located in the opened box. Click on the **Detailed Instructions** link for complete information about entering the objective. A PDF will open in a new window.

3. Click **Edit**. A box will open in the current window.

We recommend that you develop your plan and objectives outside of the JMU-STAR Tool. You can then use copy and paste to enter your objective information.

4. Enter the **Short Name** for the objective in the box at the top. Use division/college/department abbreviations before giving a short descriptive title to the objective—this short name is used on

the Budget Initiative form. For example, OIR- Enrollment projections. (There is a maximum character count of 60 for this field.)

5. Enter the long description for the objective in the large text space. Clearly and concisely describe the objective. Include criteria and make sure the objective specifically states a reason why it is important AND fully describes an outcome, product, deliverable, or result to be achieved.



NOTE: Include learning/use of results from the prior year's objective here or in the "Steps to meet objective" field.

6. Check the box to mark this as complete.
7. Click **Save** after entering the information.

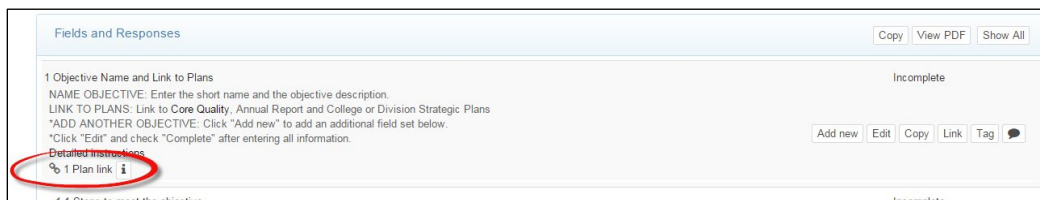
B. Link Objective to JMU Strategic Plan and Division Plan

See instructions to [Link to annual report and strategic plans](#).

C. Link Objective to be included in the Annual Report

See instructions to [Link to annual report and strategic plans](#).

The Plan link icon shows the number of plans linked to this first objective. Click on it to see the linkage information.



D. Add a new objective field set

When beginning a new Planning Cycle, the JMU-STAR Tool contains only one field set for an objective. To add more than one objective, you must open the first **Objective Name and Link to Plans** to add a new objective field set.

1. Click **Add new** to one or more additional field sets

1 Objective Name and Link to Plans Incomplete

NAME OBJECTIVE: Enter the short name and the objective description.
 LINK TO PLANS: Link to **Core Quality**, Annual Report and College or Division Strategic Plans
 *ADD ANOTHER OBJECTIVE: Click "Add new" to add an additional field set below.
 *Click "Edit" and check "Complete" after entering all information.
 Detailed instructions

Add new Edit Copy Link

2. Click OK to add a new field set.

The new field set will be below the existing field set(s).

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You are about to add a new Objective Name and Link to Plans. Are you sure?

OK Cancel

1.1 Steps to meet the objective

Describe the actions to be taken for the objective to be met. (You can attach supporting documents if appropriate.) NOTE: Include "Use of Results" from the prior year if appropriate.

1. Click on the **Steps to meet the objective** field. Brief instructions are located in the opened box.

All Fields +Program Copy View PDF

1 Objective Name and Link to Plans Incomplete

NAME OBJECTIVE: Enter the short name and the objective description.
 LINK TO PLANS: Link to **Core Quality**, Annual Report and College or Division Strategic Plans
 *ADD ANOTHER OBJECTIVE: Click "Add new" to add an additional field set below.
 *Click "Edit" and check "Complete" after entering all information.
 Detailed instructions

Add new Edit Copy L

1.1 Steps to meet the objective Incomplete

Describe the actions to be taken for the objective to be met. Attach documents if appropriate.
 *Click "Edit" and check "Complete" after entering all information.

Edit Copy File

2. Click **Edit**.

3. Enter in the large text area the steps the unit will take to achieve the objective.
 It is not necessary to enter information into the Short Name box.

- Fully describe the key steps to reach the objective. Make sure all key steps include specific detail to be measurable and state a specific timeframe for completion.
- Use the formatting tools to number the steps if needed.

4. Check the box to mark this as complete.
5. Click **Save** after entering the information.

1.2 Support for Objective

This field indicates that you intend to contact another office at JMU for support with this objective. The other office(s) are not notified through this tool. This serves as a reminder that you need to contact them.

1. Click on the **Support for Objective** field.

2. Click **Edit**.
3. Select the applicable choice from the list.

4. Check the box to mark this as complete.
5. Click **Submit** in the bottom left to save this information.


1.3 Evaluation Methods

1. Click on the **Evaluation Methods** field.

1 Objective Name and Link to Plans	Incomplete
1.1 Steps to meet the objective	Incomplete
1.2 Support for Objective	Incomplete
1.3 Evaluation methods	Incomplete
1.4 Budget Initiative	Incomplete
1.5 Mid-Year Update (optional)	Incomplete
1.6 Objective accomplishments	Incomplete
1.7 Use of results	Incomplete

2. Click **Edit**.

1.3 Evaluation methods Incomplete

Provide detail of the methods that will be used to measure if the objective is met or not. Attach files if appropriate. **Edit** Copy File + Drop + Tag 

*Click "Edit" and check "Complete" after entering all information.

- In the large text area, enter the methods you will use to evaluate the success of this objective.
- Describe the specific, systematic evaluation methods that will be used to measure change.
- Include how the objective will be evaluated/assessed using specific, systematic evaluation method(s) that are clearly linked to expected change/results.

Evaluation methods

Short Name (Optional - max 60 characters)

Paragraph serif 12pt

B I U [align icons] [list icons] [undo redo]

Complete

Save Cancel

3. Check the box to mark this as complete.
4. Click **Save** after entering the information.

1.4 Budget Initiative

Use this field if your department is submitting a budget initiative. This is applicable for those new objectives that apply to the next cycle (not the current cycle).

1. Click on the **Budget Initiative** field.

Objective Name and Link to Plans	Incomplete
1.1 Steps to meet the objective	Incomplete
1.2 Support for Objective	Incomplete
1.3 Evaluation methods	Incomplete
1.4 Budget Initiative	Incomplete
1.5 Mid-Year Update (optional)	Incomplete
1.6 Objective accomplishments	Incomplete
1.7 Use of results	Incomplete

2. Click **Edit**.

1.4 Budget Initiative	Incomplete
Will this Objective require a Budget Initiative? Choose yes or no. *Click "Edit" and check "Complete" after entering all information.	
<input type="button" value="Edit"/>	<input type="button" value="Copy"/> <input type="button" value="Comment"/>

3. Select **Yes** or **No** if you are submitting a budget initiative for this objective. Don't forget to fill out the Budget Initiative form.

1.4 Budget Initiative

Make a selection Yes No

Mark as complete

4. Check the box to mark this as complete.
5. Click **Save** after entering the information.