ACRL Planning Cycle at a Glance  (revised 6/11/13)
See ACRL Planning Cycle and Deadlines document for detailed task information and dates

June - Annual Conference (AC)

**All Committees:** Review Year-End Report and brainstorm ideas for next year's work plan

**Goal Area Committees (GAC) also:**
- Participate in Board Meeting
- Review multi-year planning grid

**Full Board:** Discuss Plan for Excellence: KPIs, multi-year planning prep, gap analysis prep and approve next year's budget

May

**All Committees:** Complete work plans
- Draft year-end report of activities
- Draft AC agenda

**Staff:** Submit Q4 KPI data

**Board:** Host Leader Orientation
**Board Exec Committee:** Attend Spring Exec. Meeting

February - April

**All Committees:** Carry out work plans

**Staff:** Submit Q3 KPI data

January – Midwinter (MW)

**All Committees:** Carry out work plans

**GAC also:** Participate in Board Meeting

**Full Board:** Meets to discuss Plan for Excellence initiatives

December

**All Committees:** Carry out work plans and submit Midwinter agenda

**GAC also:** Submit MW Report

**Staff:** Submit Q2 KPI data

October and November

**All Committees:** Carry out work plans

**Staff:** Submit Q1 & Q4 KPI data

**Board Exec Committee**
- Attend Fall Exec.
- Approve budget assumptions

Sept.– Strategic Planning & Orientation Session

**All Committees:** Carry out work plans

**GAC also:** Chairs and VC attend SPOS
**Revise Work plan if needed**

**Staff:** Attend SPOS

**Full Board:** Discuss multi-year planning grid, and conduct gap analysis

Staff:
- Aid in work plan development in consultation with Board liaison
- Coordinate strategic goal area activities

Board Liaisons:
- Review drafts in consult with staff liaison
- Coordinate strategic goal area activities as needed

Staff:
- Update multi-year planning grid
- Aid in work plan development in consultation with Board liaison
- Coordinate strategic goal area activities

Board Liaisons:
- Review drafts in consult with staff liaison
- Coordinate strategic goal area activities as needed

Staff:
- Update strategic initiative planning grid
- Draft Key Performance Indicators (KPIs) for enabling programs & services
- Compile COPA Plan for Excellence Imp. Reports

President and Goal Area Committee Board Liaisons:
- Conduct high-level review of strategic initiative planning grid & annual work plans
- Prepare for SPOS gap analysis
**All Board Liaisons:**
- Approve Annual Work Plans

Staff:
- Attend SPOS

Full Board:
- Discuss multi-year planning grid, and conduct gap analysis