ACRL Planning Cycle at a Glance
See ACRL Planning Cycle and Deadlines document for detailed task information and dates

*also responsible for All Committees tasks

June - Annual Conference (AC)
- Review year-end report
- Brainstorm ideas for next year’s work plan
- Participate in Board Meeting
- Begin strategic initiative planning grid
- Discuss Plan for Excellence: KPIs, multi-year planning prep, gap analysis prep
- Approve next year’s budget

July
- Draft annual work plans based on AC discussion
- Draft strategic initiative planning grid
- Aid in work plan development
- Coordinate strategic goal area activities
- Review drafts
- Coordinate strategic goal area activities as needed
- Draft KPIs
- Complete strategic initiative planning grid

August
- Approve work plans
- Update strategic initiative planning grid
- Draft KPIs for enabling programs & services

September – Strategic Planning and Orientation Session (SPOS)
- Discuss draft KPIs, strategic initiative planning grid, and conduct gap analysis
- Attend SPOS
- Chairs attend SPOS
- Submit 4th Quarter KPI data

October
- Carry out work plans
- Approve KPIs virtually
- Fall Exec
- Approve budget assumptions

November & December
- Submit 2nd Quarter KPI data
- Carry out work plans
- Submit Midwinter agenda

January – Midwinter (MW)
- Participate in Board Meeting
- Discuss Plan for Excellence: KPIs, strategic initiative planning grid, resources needed

February - April
- Carry out work plans
- Submit 3rd Quarter KPI data
- Submit 2nd Quarter KPI data
- Spring Exec

May
- Host New Leader Orientation
- Complete work plans
- Draft annual report
- Draft AC agenda
- Submit 3rd Quarter KPI data

Submit 4th Quarter KPI data
Submit 1st Quarter KPI data
Submit 2nd Quarter KPI data
Submit 3rd Quarter KPI data
Submit 4th Quarter KPI data