



PRE – PLANNING FORM

Division: _____

Office/ College: _____ Department/ Unit: _____

Roadmap: _____

Goal	Key Results Area (Please refer to KRAs listed in TSU Roadmap)	Target (Tangible or Measurable)	Timeline		Required Resources	Proposed Budget	Activities	**Required Action or Policies for Implementation	Person/ Office Involved
			From	To					

Prepared by: _____ Reviewed by: _____ Approved by: _____

Notes:

**Required Action or Policies for Implementation – these are actions or policies that are necessary to be accomplished or implemented to achieve the target (i.e. issuance of new or revised policy)