

OIRE RED Plan (Good News) Timeline and Checklist (2026)

Check-off	Month	Task
	January 5	Cabinet Receives Strategic Plan Scorecard and Performance Metrics
	January 6	Send email reminder to responsible parties to begin working on Cycle 2 responses (January – March) along with October - December report attachments
	January 12	Performance Metrics Due to Board of Trustees
	January - March	Responsible parties work on Cycle 2 (January – March) responses based on work completed in October – December of previous year
	May 4 th -8 th	Strategic Plan Launch/Training Week May 4 th & 7 th 10:00-11:00 TEAMS TRAINING May 5 th & 6 th 2:00-3:00 TEAMS TRAINING May 8 th 10:00-12:00 ON DEMAND TEAMS TRAINING
	May 20	Strategic Plan Cycle 2 Reports (January-March) Due to VPs
	May 21	Send email reminder to VPs to turn in completed Cycle 2 January - March reports
	May 30	Vice Presidents turn in completed reports for Cycle 2 (January – March) to OIRE
	May 1	Send email reminder to responsible parties to begin working on Cycle 3 (April - June) responses along with January - March report attachments
	May 20	Strategic Plan Committee Retreat
	May 29	Refresher Training 10:00-12:00 TEAMS - ON DEMAND
	May-June	Responsible parties work on Cycle 3 - April – June Strategic Plan responses based on work completed in January - March
	June 18	Cycle 3 (April – June) Reports due to VPs
	June 22	Send email reminder to VPs to turn in completed Cycle 3 April - June reports
	June 30	Vice Presidents turn in completed plans for Cycle 3 April - June to OIRE
	July 8	Cabinet Receives Strategic Plan Scorecard and Performance Metrics
	July 13	Performance Metrics Due to Board of Trustees
	July - August	Cabinet reviews Scorecard and Performance Metrics. Meets with direct reports at this time to adjust priorities as needed
	July – August	Cabinet reviews SPRC recommendations and responds if necessary
	July 1	Send email reminder to responsible parties to begin working on Cycle 4 – (July – September) responses along with April - June report attachments
	July 17	Refresher Training 10:00-12:00 TEAMS - ON DEMAND

	July - September	Responsible parties work on July - September responses based on Cabinet and VP recommendations
	September 18	Cycle 4 (July – September) Reports due to VPs
	September 21	Send email reminder to VPs to turn in completed Cycle 4 July - September reports
	September 30	Vice Presidents turn in completed plans for Cycle 4 (July – September) to OIRE
	October 1	Send email reminder to responsible parties to begin working on Cycle 1 (October – December) responses along with July - September attachments
	October 2	Refresher Training 10:00-12:00 TEAMS - ON DEMAND
	October - December	Responsible parties work on October - December responses based on work completed in July - September
	December 7	Cycle 1 (October – December) Reports due to VPs
	December 8	Send email reminder to VPs to turn in completed Cycle 1 October - December reports
	December 14	Vice Presidents turn in completed October – December plans to OIRE