

PLANNING PROCESS FLOW

1

- Conducting needs assessment for all units

2

- Brainstorming of goals and objectives

3

- Aligning overall capacity to strategic goals

4

- Action planning

5

- Implementing the action plan

MANUAL OF OPERATIONS

Note: Action planning for an academic year is conducted two (2) months prior to the start of the academic year.

Step	Activity	Unit-in-charge	Output
STEP 1: Conducting needs assessment for all units.			
1	Benchmarking based on internal and industry standards.	Quality Assurance Unit	Standards set for action plan
2	Identifying current programs and projects that shall be continued to the incoming academic year.	Quality Assurance Unit	List of projects to be carried over in the next A.Y.
3	Identifying areas for improvement in projects and programs that will be discontinued.	Quality Assurance Unit	List of obsolete projects and areas for improvement
STEP 2: Brainstorming of goals and objectives.			
4	Setting an inter-office meeting with all unit representatives to set goals and objectives to address needs.	All units	Minutes of meeting
5	Formulating new goals and objectives based on current industry standards.		
STEP 3: Aligning overall capacity to strategic goals.			
6	Consulting units on their capacity to achieve goals (e.g., program applications, accreditation strategies, etc.).	Planning Office	List of strategies to meet objectives per unit
7	Consulting VPA on MCC's financial capacity, facilities and manpower.	Planning Office	
8	Consulting VPEA for external partnerships and potential sponsorships.	Planning Office	
STEP 4: Action planning.			
9	Drafting of action plan for the incoming academic year.	Planning Office	Draft action plan
10	Reviewing action plan for revisions.	Office of the EVP & Office of the President	Revised action plan
11	Approval of the final action plan.	College President	Final action plan
STEP 5: Implementing the action plan.			
12	Disseminating the action plan to all units concerned.	Planning Office	Final action plan
13	Monitoring of implementation and tracking of progress by conducting periodic team meetings.	Quality Assurance Unit	Monitoring tool