Inputting Program Review Update in SPOL

Program review update must be entered in SPOL's Planning Module. Make sure you change the planning year to the following:

To update past objectives —Planning Year 2016-17

To create future objectives – Planning Year 2018-19

Below is a quick outline of the inputting process:

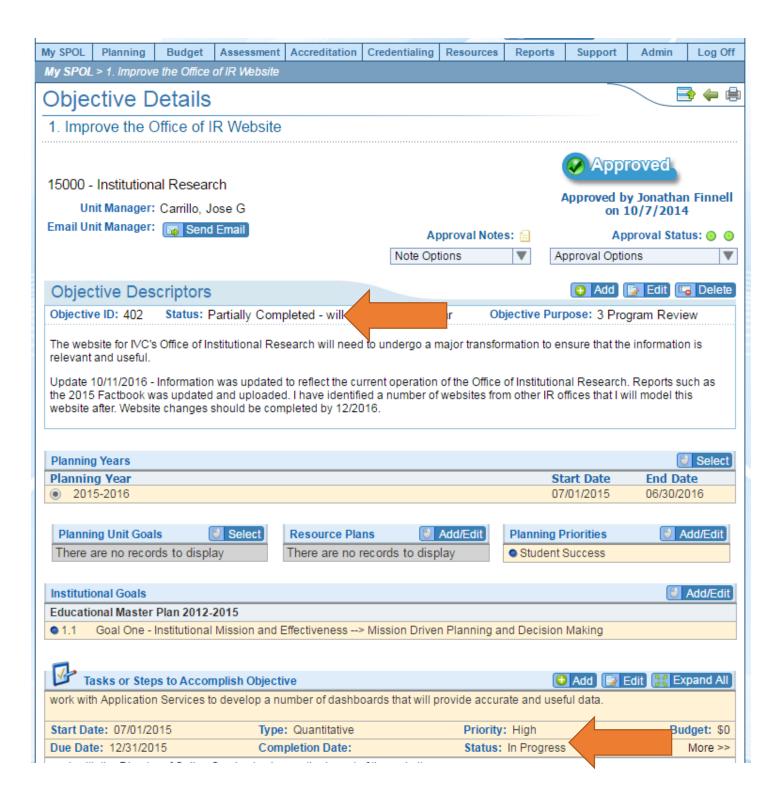
1. Log in to SPOL: https://spol.imperial.edu (some users have experienced issues in SPOL when utilizing older browser versions of Internet Explorer, Firefox, and Chrome, so make sure your browsers have been updated)

Past Goals/Objectives

2. As you log in, 2016-17 Planning year is the default year, click on my planning units, and continue clicking on the triangles until you find the 15-16 objectives as seen below:



3. Double click on each objective and update the areas shown with the arrows on the screenshot below. Include an update on the narrative of any information that you need to convey in regards to the task or objective. Make sure you update **all** tasks on every objective, and **all** objectives for the 2016-17 planning year. These objectives are the PAST objectives that were to be completed by June 30, 2017. If the objective was not completed, you can carry over an objective to the next year. Please provide a status update in the narrative.



Future Goals

6. For Future Goals, change the planning year to 2018-19 in SPOL. Click on planning tab up on the top, then click on view my objectives.



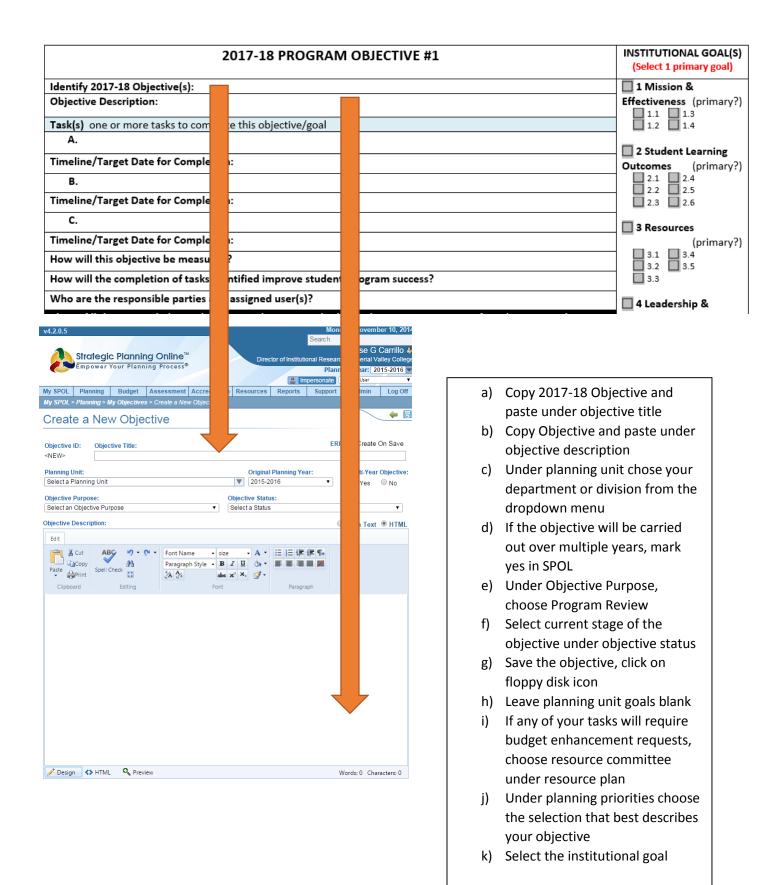
7. Click on new objective

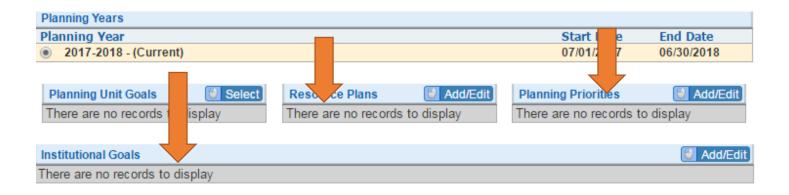


8. The instructions show how to transfer from paper template to SPOL. If you are not using paper template as a guide, complete the blanks on the "create new objective" wizard.

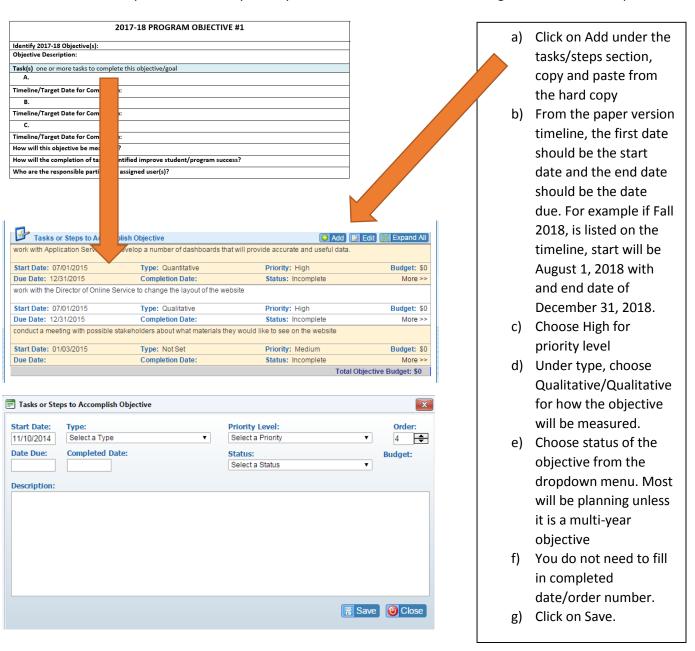
Enter objective title, select your planning unit/dept, chose 2017-18 for original planning year, indicate if it's a multi-year goal, select an objective purpose, select an objective status, and describe your objective under the Objective Description

area. Once you have finished click on the floppy/save icon to proceed to the new set of questions on creating tasks and measuring your objective.

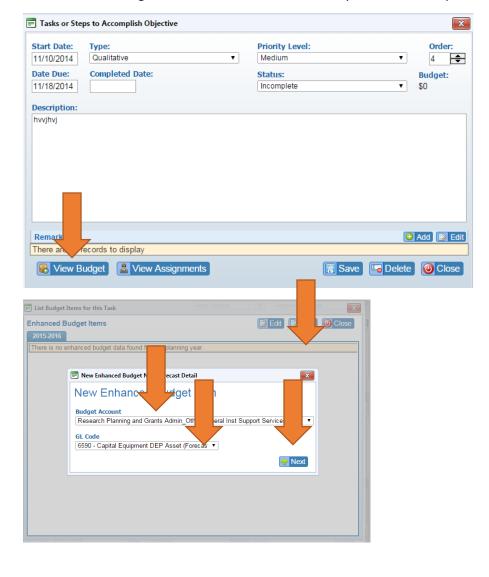




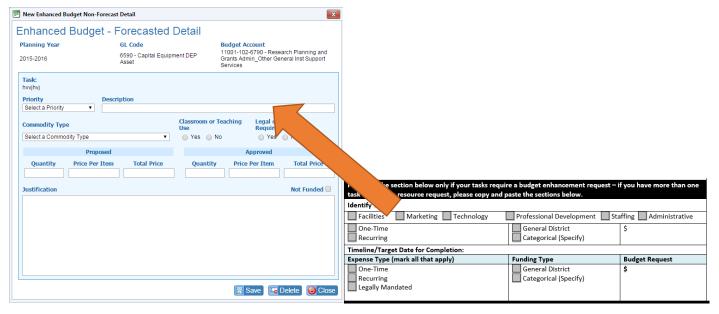
9. Tasks need to be inputted individually as they also serve as an indication for budget enhancement requests.



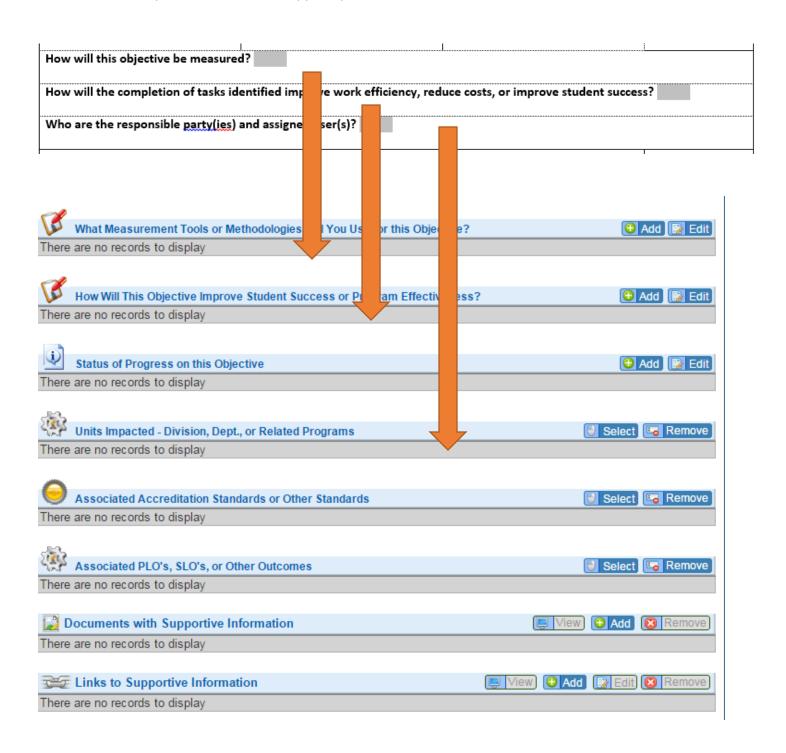
10. If there is a budget enhancement tied to this task, you need to complete the following:



- a) Click on view budget
- b) Click on new
- c) Select budget account
- d) Select the GL code for corresponding request, if the GL code is not listed select new GL code, click next
- e) Under the Enhanced Budget forecast detail screen, select high for priority
- f) Copy and paste the task on to description
- g) Select the commodity type from the dropdown menu
- h) Select if this a classroom related expense
- i) Select if this is a legal requirement
- j) Enter the cost of the expense under the proposed section
- k) Enter a justification if one is stated
- l) Click on save



11. The rest of the questions are a direct copy and paste from the form to SPOL.



- 12. If you have supporting documentation to enter, click add on Documents with Supportive information. Click on the objective folder and select upload, choose your file and upload. Click on close.
- 13. When completed, go to the approval status options drop down menu and submit for approval.

This completes the Program Review Update.