**Departmental Review Strategy Evaluation Document Template (maximum 12 pages)**

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| --- | --- |
| **Department name:** |  |
| **Date of Review:** |  |
| **Summary list of strategic objectives** |
| * *A list of the strategic objectives identified later in the document*
 |
| **Summary list of Departmental KPIs** |
| * *A list of the Department’s KPIs identified later in the document*
 |
| 1. **Context**
 |
| *Description of the department as a whole covering:** *Scale and location*
* *Departmental structures*
* *Major achievements in the last five years (qualitative and quantitative)*
* *Any cross-cutting themes or topics running through the strategy as a whole*
 |
| 1. **Overall Vision and Strategy**
 |
| **Narrative:***A short narrative describing the department’s overall vision and strategy* |
| 1. **Research strategy**
 |
| **Strategic objectives (top 5-6 priorities):*** *To ….*
* *To …*
 |
| **KPIs (top 5-6):*** *[one or more quantitative measures by which the strategic objectives are measured]*
 |
| **Narrative:** |
| 1. **Education strategy**
 |
| **Strategic objectives (top 5-6 priorities):*** *To ….*
* *To …*
 |
| **KPIs (top 5-6):*** *[one or more quantitative measures by which the strategic objectives are measured]*
 |
| **Admissions process** * *[any comment on how admissions process supports diversification of student body]*
* *[any comment on how admissions process delivers a strong student experience]*
 |
| **Narrative:** |
| 1. **Enterprise strategy**
 |
| **Strategic objectives (top 5-6 priorities)*** *To ….*
* *To …*
 |
| **KPIs (top 5-6):*** *[one or more quantitative measures by which the strategic objectives are measured]*
 |
| **Narrative:** |
| 1. **Infrastructure strategy**
 |
| **Strategic objectives (top 5-6 priorities):*** *To ….*
* *To …*
 |
| **KPIs (top 5-6):*** *[one or more quantitative measures by which the strategic objectives are measured]*
 |
| **Narrative:** |
| 1. **EDI strategy**
 |
| **Strategic objectives (top 5-6 priorities):*** *To ….*
* *To …*
 |
| **KPIs (top 5-6):*** *[one or more quantitative measures by which the strategic objectives are measured]*
 |
| **Narrative:** |
| 1. **Optional cross-cutting strategy/strategies**
 |
| **Strategic objectives (top 5-6 priorities):*** *To ….*
* *To …*
 |
| **KPIs (top 5-6):*** *[one or more quantitative measures by which the strategic objectives are measured]*
 |
| **Narrative:** |
| 1. **Risk**
 |
| **Key risks faced by the department:***Please ensure that the key risks noted below are updated in the department’s risk register prior to the review. Only the primary and significant risks need to be included here, not all risks from the risk register.** Risk 1: *[Add/delete number of risks as required]*
* Risk 2:
* Risk 3:
* Risk 4:
* Risk 5:
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