

# **Strategic Planning Methodology of the LEPL Samtskhe-Javakheti State University**

## **Article 1. Scope of Regulation**

1. This document sets out the purpose of strategic planning, the process and stages of strategic planning at the LEPL Samtskhe-Javakheti State University (hereinafter referred to as the University), the mechanism for monitoring and evaluating the results of strategic development and action plans implementation.

2. The strategic planning process at the university ensures stakeholder engagement at the level of evaluation and prioritization of the university and promotes organizational culture at the university.

3. Strategic planning at the university is based on the continuity of the process and regular use of accumulated experience.

## **Article 2. Goal of Strategic Planning at the University**

1. Strategic planning aims to identify the long-term goals and ways of achieving them, depending on the mission of the university.

2. The strategic planning at the university ensures:

a) Determining the main directions of the activity according to the priorities;

b) Setting achievable goals;

c) Identifying ways to achieve the goals and timelines;

d) Identifying responsible persons / structures;

e) Setting up a reporting system;

f) Monitoring the implementation of strategic development and action plans and responding to evaluation results.

## **Article 3. Working Group of the Strategic Development Plan**

In order to effectively organize the strategic planning process at the University, the Academic Council sets up a working group (hereinafter referred to as the Working Group). Which, according to the established methodology, within the defined timeframe provides the formulation of the action plans and strategic development of the University.

## **Article 4 - Ensure that stakeholders are involved in strategic planning**

The university provides stakeholder feedback when formulating the strategy, analyzing the information gathered through appropriate methodologies, surveys, workshops, quality assurance methodologies and strategic planning methodologies.

## **Article 5. Defining the Content of the Strategy**

Strategy should be a full-fledged operation of the University and ensure all areas of institutional development: quality assurance, educational program planning and implementation, students contingency planning, research activities, human and material resources to improve student services, planning activities to contribute to community development, as well as other important areas of priority for the university.

## **Article 6. Structure of the Strategic Development Plan**

1. University strategic development plan should include the following information:

a) Introduction (Strategy Summary);

- b) University Mission and Vision;
  - c) A brief history of the university and an overview of past experience, including strategic planning information and relevant analysis;
  - d) Assessing the strengths and weaknesses of the university, reviewing development opportunities and evaluating implementation risks;
  - e) A description of the needs of the stakeholders involved with the university;
  - f) Strategic Directions - Overview of key directions of future university activities;
  - g) Strategic Goals - A statement of goals defined by the university mission. Strategic goals must be specific, achievable, and measurable at a specific time.
  - h) A specific list of objectives to achieve;
  - i) Estimated financial calculation of the measures specified in the Strategic Development Plan, forecast of revenue and expenditure for the first year and estimated financial forecast for the following years;
  - j) By the decision of the strategy development team the strategy may include other additional information on the conditions that make it possible to achieve the Strategic Development Plan or other relevant information.
2. The Strategic Development Plan is designed for a period of 7 years.
  3. The strategic development plan of the university should be supplemented by a mid-term (3-year) action plan.

#### **Article 7. Establishment of an Action Plan**

An action plan developed for the purposes of strategic development describes the activities to be accomplished, the timeframes for implementation, the responsible structures / persons, the criteria for performing the relevant activity, and the resources required.

#### **Article 8. Financial Support to the Strategy**

1. The activities of the university strategy should be planned taking into account the financial resources of the university.
2. The University ensures compliance of strategic issues with estimated budget revenues and expenditures.

#### **Article 9. Monitoring and Evaluation of Strategy Implementation.**

1. Monitoring and evaluation of strategy implementation is performed by observing and evaluating whether the planned objectives have been achieved and how effective the university strategy has been, the persons and structures implementing the monitoring will be reflected in the strategic plan.
2. The quality assurance service of the University provides annually summarizing, analyzing, and reporting to the Academic Board on the performance / non-performance of activities specified in the Action Plan.
3. Depending on the results of the assessment provided in this article, the university may revise its strategic goals and change its action plan. For this purpose, the vision of the Quality Assurance Service about strategic development / implementation of the changes in the action plan and the project of appropriate changes will be submitted to the Academic Board.

4. Depending on the content of the submitted project, the Academic Board approves it or sets up a working group to review the strategic development and action plans and provide feedback on the need for change.