

Annual Plan 2024-25

[Insert Unit name] Strategy Planning

# Introduction

This document sets out a template to assist administrative units in identifying their key strategic and operational goals. This work should be completed in conjunction with and as an integral part of the budgetary and enrolment planning process.

It should be clearly noted that plans should be kept as brief as possible. There’s no need to go into great detail, clear summaries of objectives and initiatives should be set out and bullet points used where possible.

# Strategic Plan – UNIT xxx

## Academic Year 2024/25

### Planned for 2024 - 2025

* Xxx
* Yyy
* Zzz

## Subsequent 4 Years

### Planned for 2025 - 2029

* Xxx
* Yyy
* Zzz

# UCD Strategy 2030

The planning process 2024 is a key opportunity for all colleges, schools and units to feed into the development of the UCD strategy to 2030. What are the key strategic priorities that you think we need to address as we develop the strategy?

* AAA
* BBB
* CCC

# Space and Infrastructure

Please summarise, at a high level, infrastructure requirements for your unit to fulfil its plans.

* AAA
* BBB
* CCC

# Plan will be supported by

## Risk Management

If your unit has already completed a risk register, please review the register and attach it to this plan.

# Appendix – Financial Summary

A summary of your financial plan is to be included here. Your Finance Manager will assist you in the preparation of this document.

# Appendix – How to use this document

**Cover page text styles**

Title – for use on the title on the cover page

Subtitle – for used on the subtitle on the cover page

**General content text styles**

There are four levels of heading hierarchy, the main heading and three sub headings.

# Heading 1 – Main heading / title of section

## Heading 2 – Sub heading 2

### Heading 3 – Sub heading 3

#### Heading 4 – Sub heading 4

Intro Text – Used to introduce a section or highlight important information

General copy uses the Normal style with some additional styling elements

Normal – Used for all running copy

* Bullet Point List – Used for all bulleted lists
1. Numbered list – to reset the numbering to start at 1, select the first number in the list, right click and select Restart Numbering

**Strong** – Use where appropriate

Emphasis – Use where appropriate

**Header**

Click on the header to edit the name as appropriateExamples of text styles in use

# Indicative text here (Heading 1)

Indicative text here (Intro text)

## Indicative text here (Heading 2)

Indicative text here (Normal)

### Bullet Point List (Heading 3)

* Indicative text here
* Indicative text here
* Indicative text here

#### Numbered List (Heading 4)

1. Indicative text here.
2. Indicative text here.
3. Indicative text here.

**Indicative text here (Strong)…**

Indicative text here (Emphasis)…

**Table style – select UCD Table**

|  |  |
| --- | --- |
| Heading here | Heading here |
| Indicative text here…  | Indicative text here…  |
| * Indicative text here…
 | 1. Indicative text here…
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| Indicative text here…  | Indicative text here…  |
| Indicative text here…  | Indicative text here…  |
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University College Dublin

For support in developing annual plans please access
the University planning website where contact details, templates and planning timelines are available: [www.ucd.ie/uplan](http://www.ucd.ie/uplan)