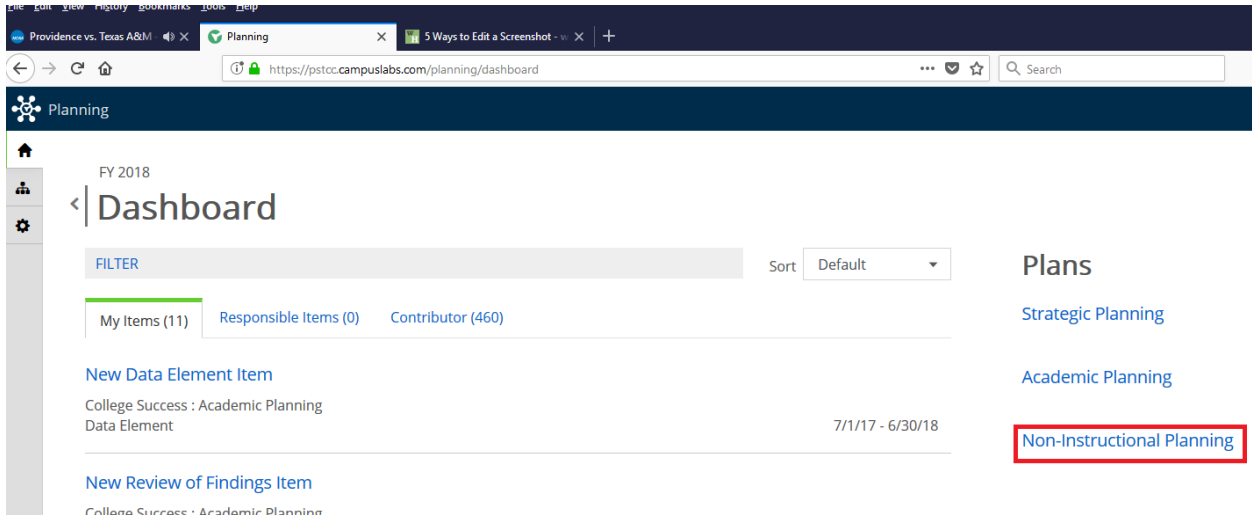
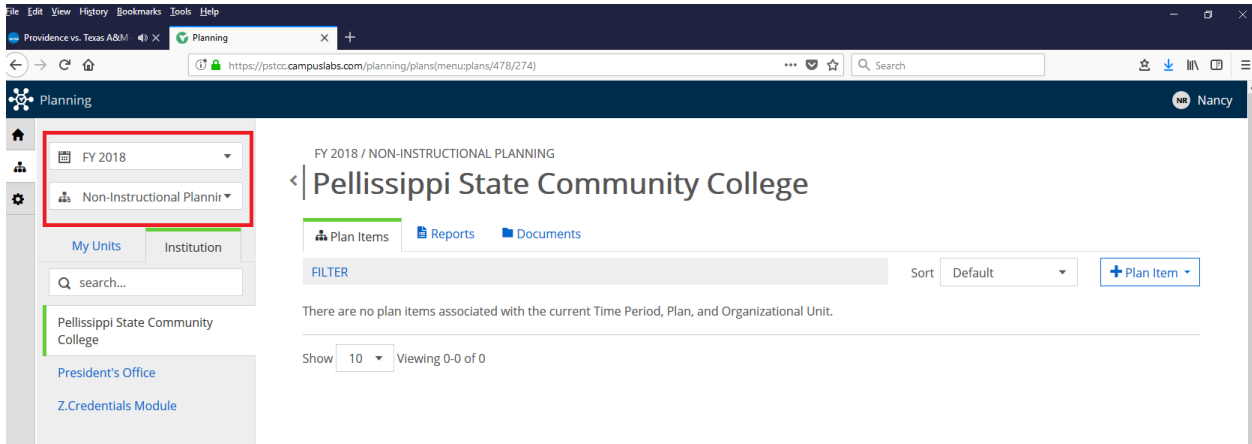


Instructions for Planning Assist
Non-Instructional Departments
Annual Planning

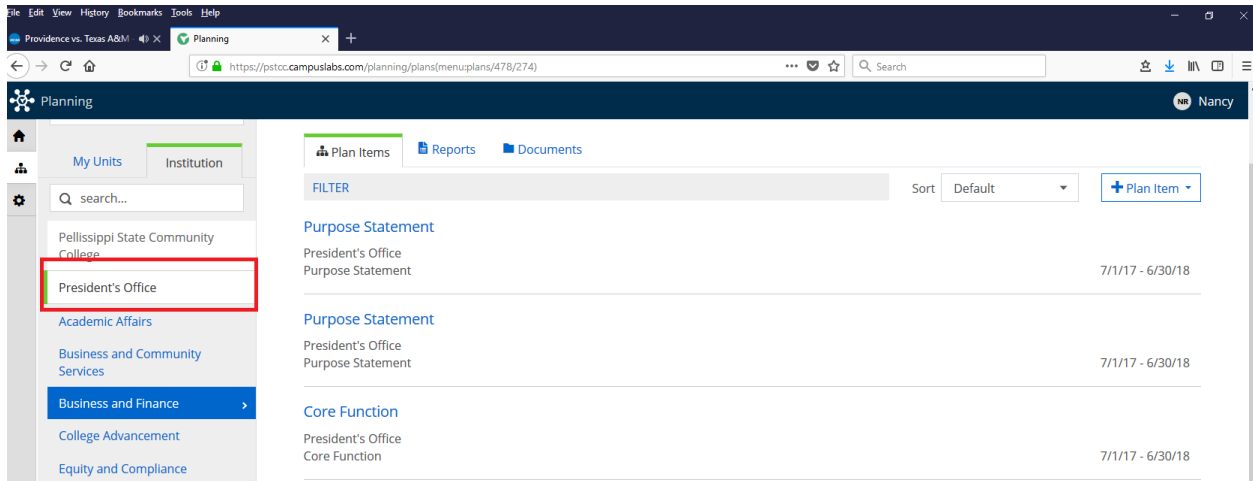
1. Enter the following link: <https://pstcc.campuslabs.com/planning>
2. Wait to be authenticated, then enter your PSCC credentials.
3. On right side of page, select Non-instructional planning.



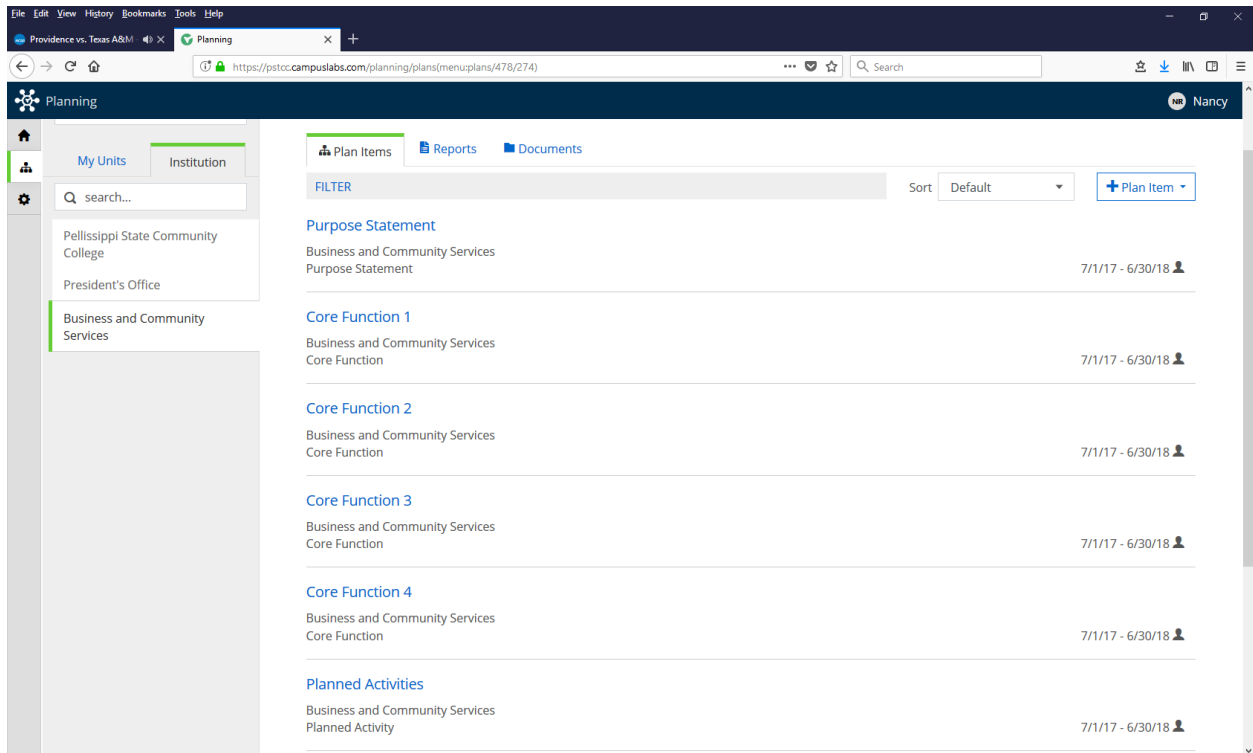
4. Make sure you are on FY 2018 in the drop down box in the top left-hand corner of the page.



5. On the left side of the page, click on President's Office and then, select your division.



6. You should see your purpose statement, core functions and planned activities.



7. Unless the department purpose statement has changed, you only need to enter COMPLETED in the **Progress** drop down box and click **Done**.

8. For each of the Core Functions, you will need to complete the sections for data sources, results and analysis, and progress. There are instructions above each textbox regarding what needs to be entered.
9. Under Planned Activities, enter activities planned for the upcoming year. You may enter as many as you wish; however, I caution you to be strategic and capture activities which are new or enhanced that you believe will address need areas identified by the data. For each activity, choose where it relates to the strategic plan and our college mission values.
10. Once all activities are entered, scroll to the bottom section of the page and provide an update on the previous year's activities. This is a very important section for closing the loop.
11. Department Accomplishments are voluntary and not required.
12. In the Trend Data section, enter the updated EXCEL spreadsheet with the current year's numbers.