

# ACTION PLANNING TEMPLATE

1						
2	Plan #:					
3	Action Plan Title:					
4	KPI(s):					
5						
6	Overarching Strategy:					
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9						
10	Further Description/Explanation:					
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12						
13	Implementation Schedule/Timetable					
14	Steps	Responsibility	Cost	Start Date	Completion Date	Action Step Outcomes and Evaluation notes. Steps accomplished and on time? Expenses related to initial budget? Any successes or snags worthy of mention?
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22	Rationale for Estimated Enrollment Impact:					
23						
24	Coordinator:					
25	Evaluation/Assessment:					Evaluation Summary:
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**Sheet 1:** Top excel sheet containing narrative of Action Plan strategy, KPIs, breakdown of steps, person responsible for each step, cost, dates, and other details. This top page is accompanied by further narrative attachments when necessary.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>LEWIS &amp; CLARK COLLEGE</b>													
2	<b>Traditional Undergraduate</b>	projected	actual	projected	actual	projected	actual	projected	actual	projected	actual			
3	<b>Students/Years</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>			
4	<b>Incremental New</b>													
5	Additional 2nd Yrs.			0		0		0		0		0		
6	Additional 3rd Yrs.					0		0		0		0		
7	Additional 4th Yrs.							0		0		0		
8	Additional 5th Yrs.									0		0		
9	<b>Incremental Retained</b>													
10	Retained to third year			0		0		0		0		0		
11	Retained to fourth year					0		0		0		0		
12	Retained to fifth year							0		0		0		
13	<b>Total Impact</b>	0	0	0	0	0	0	0	0	0	0			
14	NEW INCREMENTAL ACTUAL RETURN RATES													
15	<b>Retention Assumptions</b>			<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
16	Second Year Rate	81.5%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			Cohort	Cohort	Cohort	Cohort	Cohort
17	Third Year Rate	73.9%		#DIV/0!	#DIV/0!	#DIV/0!				#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
18	Fourth Year Rate	73.9%		#DIV/0!	#DIV/0!					#DIV/0!	#DIV/0!	#DIV/0!		
19	Fifth Year Rate	4.4%		#DIV/0!						#DIV/0!	#DIV/0!			
20														
21	<b>Transfers</b>	projected	actual	projected	actual	projected	actual	projected	actual	projected	actual			
22	<b>Students/Years</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>			
23	<b>Incremental New</b>													
24	Additional second yr.			0		0		0		0		0		
25	Additional third yr.					0		0		0		0		
26	Additional fourth yr.							0		0		0		
27	<b>Total Impact</b>	0	0	0	0	0	0	0	0	0	0			
28														
29	TRANSFER ACTUAL RETURN RATES													
30	<b>Retention Assumptions</b>			<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>						
31	Second year rate	89.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!							
32	Third year rate	43.5%		#DIV/0!	#DIV/0!	#DIV/0!								
33	Fourth year rate	26.4%		#DIV/0!	#DIV/0!									
34														
35	<b>Masters</b>	projected	actual	projected	actual	projected	actual	projected	actual	projected	actual			
36	<b>Students/Years</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>			
37	<b>Incremental New</b>													
38	Additional second yr.			0		0		0		0		0		
39	Additional third yr.					0		0		0		0		
40	Additional fourth yr.							0		0		0		
41	<b>Total Impact</b>	0	0	0	0	0	0	0	0	0	0			
42														
43	MASTER'S ACTUAL RETURN RATES													
44	<b>Retention Assumptions</b>			<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>						
45	Second year rate			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!							
46	Third year rate			#DIV/0!	#DIV/0!	#DIV/0!								
47	Fourth year rate			#DIV/0!	#DIV/0!									
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**Sheet 2:** This worksheet registers the enrollment impact of a strategy, passing projections through all four years and applying assumptions for attrition, differential transfer behavior, etc.

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**Sheet 3:** This worksheet uses assumptions about average net-tuition revenue per student, automatically pulls information on costs and enrollment projections from sheets one and two, and calculates total expense, net income/loss, cumulative net revenue/loss, and net income per incremental student.