

## Strategic development and action plans performance Monitoring and Mechanisms

Named after the Holy Tamar King of the Patriarchate of Georgia University

### Introduction

Monitoring the implementation of strategic development and action plans

Provides useful information on the effectiveness of plans and in general, about the activities of the university;

Monitoring and evaluation are integral and complementary parts of management and is held annually.

Monitoring the implementation of strategic development plans is a continuation

The process that ensures the university's goals, strategic

within the framework of the tasks set by the development and action plan

periodic evaluation of the implemented activities, as well as the monitoring plan.

It is used as confirmation of the achievement of the set goals of the strategic plan

A system of key indicators, of which it is an essential component

Systematic evaluation and monitoring of implemented works.

Based on the strategic plan, the university developed an action plan,

which describes strategic initiatives and activities in a 3-year window

tasks needed to be performed.

Reviewing the strategic plan and re-planning the action plan

The process is planned for 2025, but is also possible as a strategic one

Implementation of the plan, as well as the action plan review process, is high risk

As a result of the occurrence of circumstances, when there is an immediate need

Responding to the source of the risk.

Action Plan Monitoring Plan is a document that describes

Target indicators of Tamar Mefi University action plan, as well

Data collection methods and verification sources.

Purpose of the document

The purpose of the document is to describe the seven-year period at Tamar Mefi University strategic development plan and three-year action plans

General monitoring and evaluation approaches, requirements and work

processes, to explain the mechanisms of action of the monitoring framework and including a monitoring plan

Definitions of terms

Monitoring

Monitoring means checking whether the actions of the plan are carried out or not according to; Are there any unexpected problems;

whether the results are visible to the target group; Is it necessary or not?

corrective actions; In case of changes, what will be the alternative?

possible. Monitoring mechanisms should be tailored to be strategic and

the specifics of the goals and objectives defined by the action plan,

It must include monitoring periodicity, monitoring

methods, in the process of requesting and providing information to the parties

Possible forms of response to obligations and monitoring results

Rate

Evaluation represents the process and impact of the implementation of the strategic plan

assessment. In-depth analysis of the situation/problem revealed by monitoring

analysis; Implementation of the strategic plan, as well as future strategic

improving the quality of planning, taking into account past experience;

Report of the leadership of Tamar Mefi University

to ensure both the university and the general public;

The evaluation should focus on the following issues: Is it still relevant or not?

Not strategic priorities and goals of current requirements and

to problems? How does it provide strategic objectives?

Achieving strategic goals? Is the plan being implemented as defined?

in time? What changes did the implementation of the strategic plan lead to?

indicator

allowing for verification of the implementation of strategic goals and objectives

It provides indicators that should be spelled out in the strategic plan and its

to be a necessary component; The indicator can be as

both quantitative and qualitative;

The indicator should also be relevant to the strategic goals and objectives

and create sufficient information base for monitoring and evaluation; but

The indicator is easy to understand, specific and measurable.

Basics related to the monitoring planning process

approaches

The strategic plan includes the university's mission and long-term vision,

strategic directions and ways of achieving them, as well as achieving goals

Confirming key indicators, the successful implementation of which

A necessary component is its regular evaluation and

Monitoring of implemented works.

Purpose of monitoring

Monitoring and evaluation of strategic development and action plans

Provides useful information on the effectiveness of plans

about; The monitoring results will be submitted to the Senate.  
Monitoring and evaluation includes a feedback phase, which means that  
On the basis of the report, recommendations should be developed for the admitted  
shortcomings  
to correct; adjust the strategic plan; the following year  
It will be taken into account in the action plan and/or strategic plan  
Recommendations or to change the strategy.

Formation of monitoring group  
Implementation of strategic development and action plans  
For the purpose of monitoring and evaluation, a monitoring unit was created by order of the  
rector

and evaluation team;

The monitoring and evaluation group, along with its formation, establishes an action plan

Plan, discuss within the group and then evaluate the strategic

the state of fulfillment of goals/tasks and, if necessary,

Develops a draft of the action plan adjustment.

Monitoring implementation procedure/phases

Monitoring is possible

❖ Quarterly monitoring and reporting

❖ Annual monitoring and report

For each phase, the tasks to be performed, the person responsible, must be defined

Persons and dates

Quarterly monitoring

At the end of each quarter, the persons responsible for monitoring the action plan

(with the coordination of the head of the monitoring group) Rector,

in coordination with the head of administration or deans

performance report of the corresponding quarter. with proof of the correctness of the account

Confirms the structural unit/person responsible for this activity.

Annual monitoring initiation phase

The annual monitoring process is initiated by the rector, whose

On the basis of the order, the formation of the monitoring group is carried out.

The monitoring group is a temporary body implementing the monitoring process

group. It is responsible for implementing the annual monitoring process,

In the development of the monitoring report and in this process, the university wide  
on community involvement.

Responsible for the implementation of the monitoring process

entities/persons

❖ Implementation of strategic and action plans of the university

The university is responsible for conducting the monitoring process

Rector, and deans within their powers.

❖ Administration of the monitoring process by the monitoring group

Together with the head, the head of the administration, who  
Provides communication with various structures of the university  
with units, their access to all necessary information, monitoring  
Administering group meetings and supporting other activities.

Monitoring stages

Implementation of monitoring and evaluation includes the following stages:

❖ Formation of monitoring group

❖ Drawing up a monitoring plan

❖ Information collection, systematization and analysis with the indicator  
in relation to

❖ Drawing up a monitoring framework

❖ Preparation and presentation of the report

❖ Responding to report results

❖ The composition of the monitoring group is approved individually by the Rector  
by legal act.

❖ Monitoring process plan and monitoring framework are being developed  
by the monitoring group

Monitoring results show us the achievement of strategic goals and objectives  
state of implementation; problems and their causes

In case of detection, it is necessary to identify tasks, performance mechanisms,  
Adjust timelines, resources, or responsibilities from the root of the problem  
based on

The monitoring report is drawn up from the annual monitoring

On the basis of.

As an exception, monitoring is carried out:

❖ At the beginning of the process of developing a new strategic plan in order to

The issues that need to be identified and evaluated  
to be considered in the next strategic planning cycle.

❖ In the event of new circumstances that lead to strategic

Makes significant changes to the plan, initiates the process  
Rector of the University.

Monitoring plan

❖ The monitoring plan includes the time to be spent on monitoring

Listed key events and responsible persons.

❖ The monitoring process, arising from the scale of Tamariu, should not  
to last more than 1.5 months.

- ❖ The works covered by the monitoring plan are described in Annex 1  
May include the following tasks: (Appendix 1.)
- ❖ The monitoring plan includes the work schedule and the group  
Determination of responsibilities
- ❖ The main component of the monitoring plan is the collection of information  
(reports of structural units, documents, statistical data, survey/questionnaire)
- ❖ Strategic processing and systematization of collected information  
in relation to goals and objectives
- ❖ Analysis of information in relation to strategic goals and objectives  
and drawing up a monitoring framework (task performance process,  
Determining status/rating, highlighting problems, recommendations  
development)
- ❖ Preparation and presentation of the report.  
Collection of information (format and manner of its use)
- ❖ A strategic and action plan is collected by the monitoring group  
Data or documents specified in the indicator field. (Not in Tu Valley  
There are these indicators, then the monitoring group of the university management  
Satisfies with the structural units of their strategic plan  
indicators
- ❖ Information collection will be carried out according to the format and method  
using which is selected to be effective for a specific study  
as a method.
- ❖ The format of data collection can be formal and  
Informal:
  - Formal format refers to information in written form  
to collect: reports, documents, statistical information,  
Protocols, questionnaires, etc.
  - Informal format involves gathering information orally  
through communication in the immediate environment
  - It is possible to use a mixed format structure and  
Depending on the specifics of the staff
- ❖ Informal data collection methods will be used  
Both format methods (group or individual interviews), while  
From formal to questionnaire (with open questions)  
Data collection  
A prerequisite for using any data collection method  
Privacy will be protected.
- ❖ Each question asked in the questionnaire is simple

Clear and unambiguous, not vague

Any question is open-ended, which means that the question does not contain only yes or not. He will be able to express the qualitative attitude of the issue means too

❖ However, the questions also contain a no-answer option ("I don't know", "It's hard for me to answer").

Monitoring framework

❖ To properly conduct the monitoring and evaluation process

A monitoring framework will be developed that clearly outlines each Defined for the planned tasks within the strategic objective the result of the performance of the indicator (Appendix 2.).

❖ The process of implementation of a specific measure of the monitoring framework

Within the framework, four main ones will be evaluated by the monitoring group by criterion/status

1. Fully implemented - measure provided for in the action plan fully executed;

2. Most of them were fulfilled - provided by the action plan More than half of the event was fully implemented and only a small one Part remains to be done;

3. Partially fulfilled - provided by the action plan Less than half of the event was completed and most of it was left to be performed

4. It was not implemented - no measure provided for in the action plan is done.

The implementation process of each measure will be measured four times by criterion:

1. The implementation process has not started yet - means that with an action plan

The process of implementation of the provided measure has not yet started;

2. The implementation process is underway - means that with an action plan

The process of implementation of the provided measure is underway; -

3. The implementation process is suspended - means with an action plan

The process of implementation of the provided measure is suspended;

4. The implementation process is interrupted - means that with the action plan

The process of execution of the provided measure has been terminated

Preparation and presentation of the report

❖ The monitoring group closes the analysis after the collected information

And based on this analysis, it prepares a monitoring framework

A report summarizing the performance of strategic/action plans situation and includes conclusions and recommendations.

❖ The monitoring group submits a report to the Senate, which is necessary reacts accordingly.

Response/Feedback

The last stage of monitoring and evaluation is feedback, which means evaluation discussion of results (conclusions and recommendations) with interested parties, And then there should be a response to strategic and action plans on the results of the performance, which may follow

- ❖ adjustment of the strategic plan;
- ❖ elimination of existing obstacles;
- ❖ consideration of received conclusions/recommendations;
- ❖ Change strategy/action plan.

Changes in the strategic development plan and action plans  
Implementation is possible through strategic planning methodology  
In accordance with the prescribed procedures and university procedures