

# Master Plan Tutorial

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## Master Plan Home

The ACC Master Plan System is **designed to enable the identification and tracking of Master Plan initiatives as determined by designated cluster group leaders.**

The Master Plan system **empowers cluster group leaders to:**

- **enter Master Plan initiatives,**
- **include details about these initiatives, and**
- **prioritize the initiatives and initiative objectives.**

In addition, **the Institutional Planning Committee (IPC) can use the Master Plan system to prioritize all of the submitted cluster groups' initiatives.**

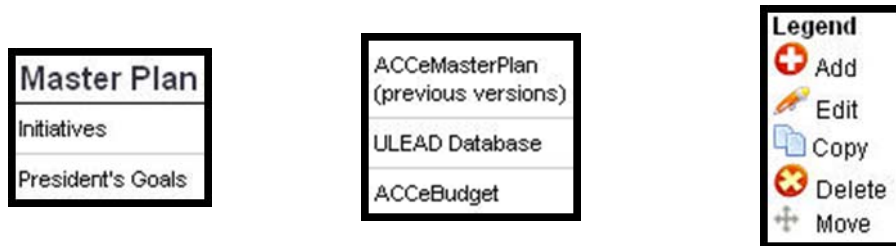
**To access the Master Plan System, click on the following URL**

<http://www3.austincc.edu/IT/masterplan>

# Master Plan Tutorial

## To "View" the ACC Master Plan (No Login Required)

**NOTE: YOU DO NOT HAVE TO LOGIN TO VIEW THE INITIATIVES and PRESIDENT'S GOALS.** See images below for navigation access without logging in to the Master Plan system.



Using the navigation bar on the left-hand side of the window. Click on Initiatives or President's Goals.

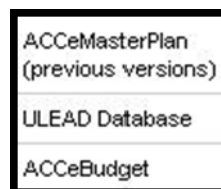


# Master Plan Tutorial

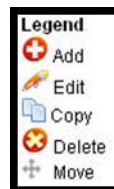
The screenshot shows a web interface titled "President's Goals". At the top, there is a dropdown menu for "Select a Fiscal Year" with "2010" selected and a "Select" button. Below this is a list of nine main goals, each with a numbered list of sub-goals:

- 1. Expand Access**
  1. Especially among minorities economically disadvantaged and first in family to attend college
- 2. Maintain Affordability**
  1. Maintain Affordability
- 3. Respond to the Needs of Business/Industry**
  1. Respond to the Needs of Business/Industry
- 4. Expand Instructional Capacity**
  1. Align with Closing the Gaps enrollment targets
- 5. Expand Faculty/Staff**
  1. Align with Closing the Gaps/Master Plan goals
  2. Continue to increase diversity
- 6. Enhance Student Success**
  1. Improve the success of Developmental Education students
  2. Enhance the transition of students from Adult Education to college credit
  3. Expand college resources which augment student retention and success
  4. Attain HSI (Hispanic Serving Institution) status
- 7. Expand the Fiscal Resources of the ACC District**
  1. Align fiscal resources with Closing the Gaps demographics enrollment and instructional capacity needs
  2. Provide leadership and support for annexation initiatives
  3. Develop planning process for future bond program
- 8. Advocate for Improved Public Education Policy**
  1. Strengthen and sustain legislative advocacy/outreach/connection to ACC
  2. Encourage business and community-based groups to support ACC legislative agenda
- 9. Enhance Leadership Development and Succession Planning**
  1. Continue development of President's Leadership Team
  2. Implement ACC Leadership Academy

You may also access the [ACCeMaster Plan \(previous versions\)](#), [ULEAD Database](#), and the [ACCeBudget](#) links from the navigation bar. These links will take you outside of the Master Plan system.



Towards the bottom of the left-hand navigation bar you will notice a "Legend". The "Legend" portrays actions enabled in the Master Plan system. If you see a symbol by an item in the system you will be able to modify the item according to the symbol in the "Legend".

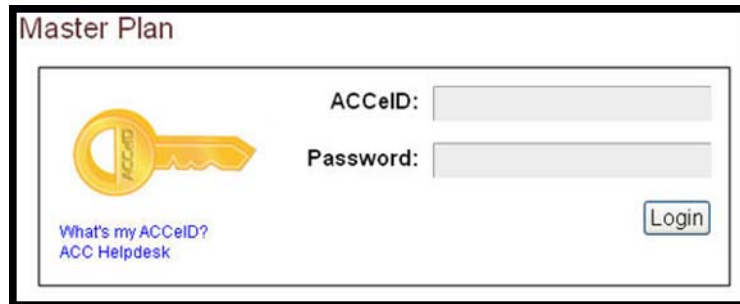


After viewing the navigation bar you may be ready to login to the Master Plan system.

# Master Plan Tutorial

## *Login to Master Plan*

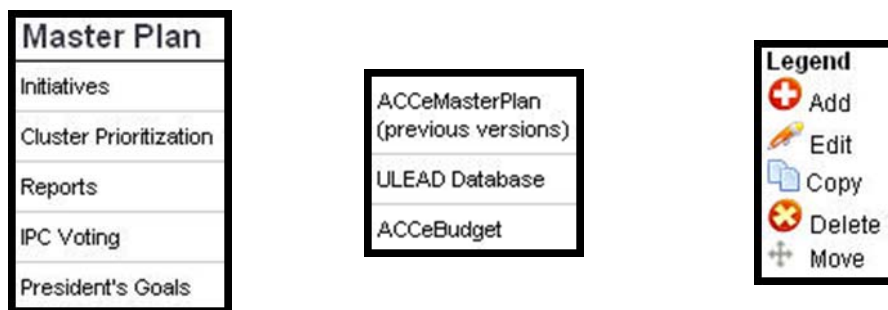
Cluster group leaders will identify the people who have authority to enter and modify initiatives. Authorized staff may login to the system using their ACCeID and password.



*Important:*

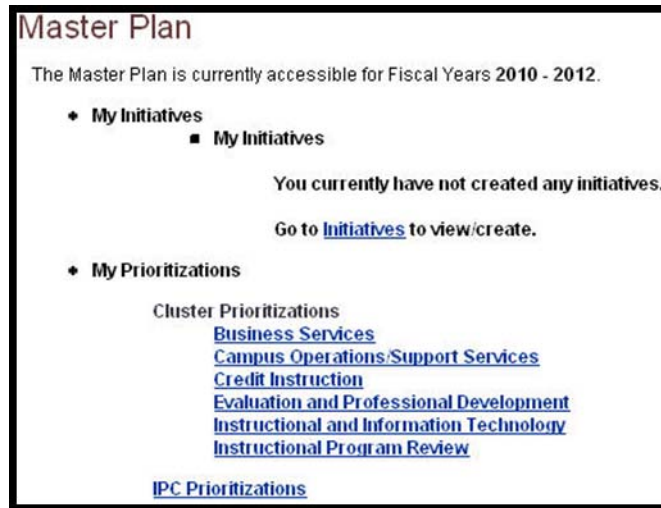
- *Cluster Group leaders are authorized to create, modify and delete initiatives.*
- *All ACC Employees can view initiatives and details, but cannot modify them.*

Once you are logged on you will notice that the navigation bar to the left gives you more options for manipulating Master Plan items, however, you will see the same external links and "Legend" items.



The system "home" page will appear in the center of the Browser window.



# Master Plan Tutorial



You may click on the hyperlinks to view specific items listed on your system "home" page.

-----

*For example....*


*In the above image you may click on Initiatives to view or create Initiatives (please notice the edit  and copy  symbols below)...*

# Master Plan Tutorial

## Initiatives

---

**Business Services**  
[Add Initiative](#)  
4 Initiatives available

- ◆ 2009 - 2011
  - **Example Approved for Budget Initiative** 
  - Example Declined for Budget Initiative  

---

**Campus Operations/Support Services**  
[Add Initiative](#)  
5 Initiatives available

---

**Credit Instruction**  
[Add Initiative](#)  
10 Initiatives available

---

**Evaluation and Professional Development**  
[Add Initiative](#)  
5 Initiatives available

---

**Instructional and Information Technology**  
[Add Initiative](#)  
5 Initiatives available

---

**Instructional Program Review**  
[Add Initiative](#)  
25 Initiatives available

*If you click on the back arrow in the browser window you will go back to the "home page".*

-----  
From the "home" page you can click on a Cluster Group to view the [Cluster Prioritization](#).....

## Prioritize Business Services Initiatives for 2010 - 2012

There are no 2010 - 2012 Initiatives to prioritize for **Business Services**.

Please go [back](#) to prioritize another Cluster.

# Master Plan Tutorial

or the [IPC Prioritizations](#) link....



To view and manipulate specific details, select the navigation links located on the left-hand navigation bar.

## Initiatives

Click on the **Initiatives** link to [add](#), [copy](#), [view](#), [edit](#), or [delete](#) initiatives. A new window will appear listing your cluster group and the initiatives available for that cluster group.



## *Initiative Details*

To view the details of an initiative, click on the name of the initiative, for example, "Example Approved for Budget Initiative".

# Master Plan Tutorial

**Initiative Details**

---

**Initiative**

Example Approved for Budget Initiative

**Cluster** Business Services

**Fiscal Years** 2009 - 2011

**Goal**

- Continue focus on student success
  - Increase summer bridge and related opportunity programs

**Amount Requested**

2011	\$20,206,900
2012	\$150,000
Grand Total	\$20,356,900

---

**Objectives**

ADD MORE CLASSES

**Locations Impacted**

**Lead Department** Art

**Description** Increase the number of faculty needed for the positions.

**Resources Needed**

Area	FY	Qty.	Item	Est. Cost per Item	Justification
------	----	------	------	--------------------	---------------

CREATE NEW PROGRAM

**Locations Impacted** Eastview Campus Health Sciences Building  
Highland Business Center  
Northridge  
Rio Grande

**Lead Department** Campus Police

**Description** Create a program to recycle water-bottles by hand

**Resources Needed**

Area	FY	Qty.	Item	Est. Cost per Item	Justification
Capital Outlays/Technology	2011	500	Books	\$40	For the students to use as resources.
Capital Outlays/Technology	2011	3	Server	\$1,500	We need more people
Capital Outlays/Technology	2012	5	Something	\$30,000	1
Facilities	2011	5	Campses	\$4,000,000	To support the new program.
Facilities	2011	4	Computers	\$600	For the Faculty to use.
Human Resources	2011	3	Faculty	\$60,000	To teach the classes.

Click on the back arrow in the browser window to go back to the Initiatives "home" page.

## *Add Initiative*

From the initiatives "home" page, please select the "Add Initiative" link.

[Add Initiative](#)

A new window appears enabling you to enter in all the information for the new initiative (see below).

# Master Plan Tutorial

*NOTE: If you add information to the objective window built within you will need to click the **Save Objective** button **BEFORE** clicking the **Save Initiative** button. You may only have 5 objectives per initiative.*

### Add Initiative

Fiscal Years 2010 - 2012

Title

Justification

---

**What Goal does this initiative support?**  
Click the [+] to expand a section and select the Goal that matches your initiative best.

1. Expand Access [+]
2. Maintain Affordability [+]
3. Respond to the Needs of Business/Industry [+]
4. Expand Instructional Capacity [+]
5. Expand Faculty/Staff [+]
6. Enhance Student Success [+]
7. Expand the Fiscal Resources of the ACC District [+]
8. Advocate for Improved Public Education Policy [+]
9. Enhance Leadership Development and Succession Planning [+]

---

**Objective**

**Add Objective**

Title

Description

Lead Department

Location(s) Impacted   
Hold CTRL to select multiple

Resources Needed

Area	FY	Qty.	Item	Est. Cost	Justification
<a href="#">Add Resource Need</a>					

## Master Plan Tutorial

You may also "Add [a] Resource Need" to your initiative by clicking on the "Add Resource Need" link under objectives-

[Add Resource Need](#)

**Add Resource Need**

For Fiscal Year: 2010

Budget Account: "LEAN" GRANT INCOME ACCOUNT

Impact Area: Capital Outlays/Technology

Object Code: 6801 - Furniture/Equipment >\$500 and <\$5,000

Description of Item:

Quantity:

Est. Cost per Item:   
Optional

Length Requested: On-Going Need

Justification:


[Add Need](#) [Close](#)

Fill in all the pertinent information and then click on "Add Need" or click on Close to close the window.

NOTE: Each Cluster Group is allotted a specific number of initiatives at a time (active initiatives). Once all the initiatives are used you are allowed to add a zero dollar (0\$) budget initiative, which means there is no associated cost with the initiative.

When the **information has been entered**, click **Save Initiative**.

### *Edit Current Initiative*

To edit the current initiative, select the edit symbol  to the right of the initiative. A new window will appear and you will be able to edit or delete resource needs for your initiative.

-----  
*For example....*

# Master Plan Tutorial

If you were to choose the edit symbol to the right of "Example Approved for Budget Initiative" (see below).



Then you would find a new window appears with similar initiative details as the image below.

**Objectives**

**ADD MORE CLASSES**

**Locations Impacted**

**Lead Department** Art

**Description** Increase the number of faculty needed for the positions.

**Resources Needed**

Area	FY	Qty.	Item	Est. Cost	Justification
<a href="#">Add Resource Need</a>					

**CREATE NEW PROGRAM**

**Locations Impacted** Eastview Campus Health Sciences Building  
Highland Business Center  
Northridge  
Rio Grande

**Lead Department** Campus Police

**Description** Create a program to recycle water-bottles by hand

**Resources Needed**

Area	FY	Qty.	Item	Est. Cost	Justification
Capital Outlays/Technology	2011	500	Books	\$40	For the students to use as resources.
Capital Outlays/Technology	2011	3	Server	\$1,500	We need more people
Capital Outlays/Technology	2012	5	Something	\$30,000	1
Facilities	2011	5	Campses	\$4,000,000	To support the new program.
Facilities	2011	4	Computers	\$600	For the Faculty to use.
Human Resources	2011	3	Faculty	\$60,000	To teach the classes.

[Add Resource Need](#)

However, if you choose the edit symbol to the right of "Example Declined for Budget Initiative" (see below). NOTE: You can only edit certain parts of past initiatives.

# Master Plan Tutorial



*Then you would find a new window appears with slightly different initiative details (more extensive editing capabilities) as seen in the image below.*

# Master Plan Tutorial

**Initiative**

Example Declined for Budget Initiative

**Cluster** Business Services  
**Fiscal Years** 2010 - 2012  
**Goal** Maintain Affordability  
 Maintain Affordability

---

**Objectives**

**ADD MORE CLASSES**

**Locations Impacted**

**Lead Department** Art  
**Description** Increase the number of faculty needed for the positions.

**Resources Needed**

Area	FY	Qty.	Item	Est. Cost	Justification
<a href="#">Add Resource Need</a>					

**CREATE NEW PROGRAM**

**Locations Impacted** All Extension Centers  
 Cypress Creek  
 Eastview Campus Health Sciences Building  
 Highland Business Center  
 Northridge  
 Rio Grande  
 Round Rock Higher Education Center  
 Service Center

**Lead Department** Campus Police  
**Description** Create a program to recycle water-bottles by hand

**Resources Needed**

Area	FY	Qty.	Item	Est. Cost	Justification
Capital Outlays/Technology	2011	500	Books	\$40	For the students to use as resources.
Capital Outlays/Technology	2011	3	Server	\$1,500	We need more people
Capital Outlays/Technology	2012	5	Something	\$30,000	1
Facilities	2011	5	Campses	\$4,000,000	To support the new program.
Facilities	2011	4	Computers	\$600	For the Faculty to use.
Human Resources	2011	3	Faculty	\$60,000	To teach the classes.

[Add Resource Need](#)

Click on the add symbol to add a new objective.

# Master Plan Tutorial

**Add Objective**

Title

Description

Lead Department

Location(s) Impacted  
Hold CTRL to select multiple

- All Campuses
- All Extension Centers
- All Locations
- Cypress Creek
- Eastview Campus
- Eastview Campus Health Sciences Building



Resources Needed

Area	FY	Qty.	Item	Est. Cost	Justification
<a href="#">Add Resource Need</a>					

[Close](#)

Once all the information is entered click on Save Objective.

-----

Click on the edit  or delete  symbol to edit or delete specific resources (objective need). If you choose to edit the objectives a new window will appear enabling you to update the objective need.

**Edit Objective Need**

For Fiscal Year

Budget Account

Impact Area

Object Code

Quantity

Description of Item

Est. Cost per Item

Optional

Length Requested

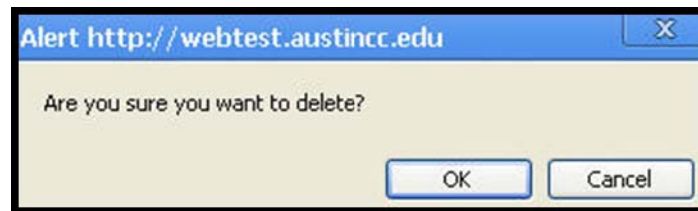
Justification

[Close](#)

When you complete the updates, click on Update or click on Close to close the window.

## Master Plan Tutorial

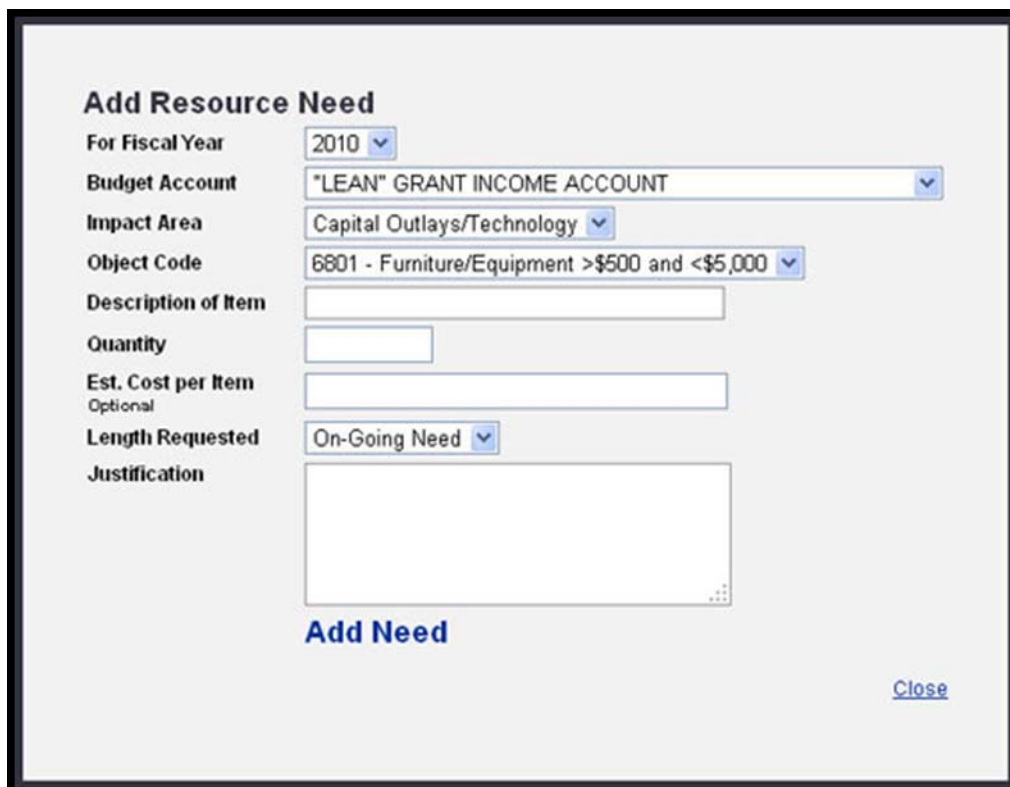
If you choose to delete the objective a pop up window will appear alerting you to verify the deletion.



Click OK or Cancel.

You may also "Add [a] Resource Need" to your initiative by clicking on the "Add Resource Need" link under objectives.

[Add Resource Need](#)

A screenshot of a web form titled "Add Resource Need". The form contains several fields and dropdown menus:

- For Fiscal Year:** A dropdown menu with "2010" selected.
- Budget Account:** A dropdown menu with "LEAN" GRANT INCOME ACCOUNT selected.
- Impact Area:** A dropdown menu with "Capital Outlays/Technology" selected.
- Object Code:** A dropdown menu with "6801 - Furniture/Equipment >\$500 and <\$5,000" selected.
- Description of Item:** A text input field.
- Quantity:** A text input field.
- Est. Cost per Item:** A text input field.
- Optional:** A text input field.
- Length Requested:** A dropdown menu with "On-Going Need" selected.
- Justification:** A large text area for entering text.

At the bottom of the form, there is a blue "Add Need" button and a "Close" link.

Fill in all the pertinent information and then click on "Add Need" or click on Close to close the window.

## Master Plan Tutorial

NOTE: When you select an **Impact Area** an email will go directly to that impact area once need has been added.

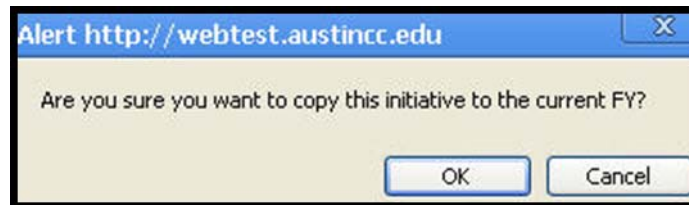
**Click on the back arrow in order to go back to the Initiatives "home" page for your initiatives.**

### *Copy Initiative*

From the **initiative's "home" page** you may **copy information from one initiative to the current fiscal year**. *NOTE: You can only copy an initiative that was declined in the previous fiscal year.*

To do this you will **click on the copy icon**  **to the right of the initiative you would like to copy.**

**A pop up window will appear alerting you to verify the copy.**



**Click OK or Cancel.**

From the **initiative's "home" page** you will see the copied initiative in the next fiscal year. You have the option to edit and delete the initiative, see [Edit Current Initiative](#) for more details.



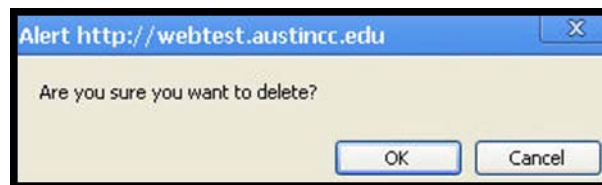
# Master Plan Tutorial

## Delete Initiative

To delete an initiative click on the delete icon to the right of the initiative.



If you choose to delete the initiative a pop up window will appear alerting you to verify the deletion.



## Cluster Prioritization

Click on the **Cluster Prioritization** link to view and/or move initiatives within your cluster. A new window will appear listing your cluster groups. You must select the cluster group to view the prioritized initiatives.



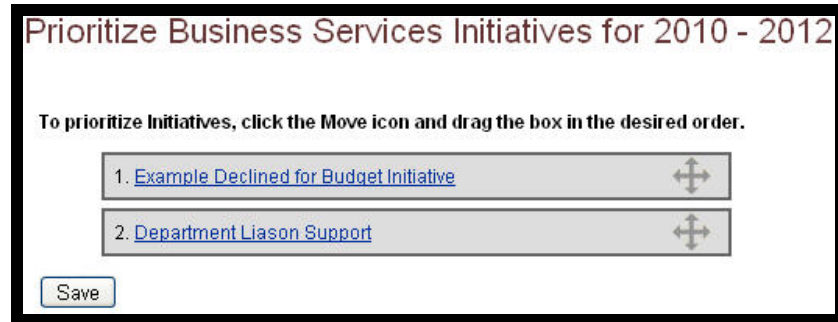
Once selected you may view a window with the following information....




## Master Plan Tutorial

*NOTE: If you view this window it may mean that you do not have any initiatives entered for that fiscal year. You may want to go back and review the initiatives or add initiatives.*

**Or you may see a different window appear, enabling you to move your initiatives around based on priority (see below).**



**If you find that you would like to prioritize your initiatives, roll your cursor over the different initiatives on the screen - You will notice that your cursor changes shape when you scroll over each initiative.**

**When your cursor changes to the move  symbol, left click, and drag the initiative to the desired order (as indicated from the prompts on the window).**

**When you are satisfied with the order, click on Save.**

If you have any questions, comments, and/or suggestions about the tutorial, please contact Dr. Lara Niles, Professional Development Design Specialist at 223-7784 or [lniles@austincc.edu](mailto:lniles@austincc.edu).