

How to enter your administrative unit's Action Items

Log in to Tk20:

1. Navigate to gmU.tk20.com
2. You will see a George Mason University Shibboleth Login screen
3. Enter your NetID and password (same as what you use to access your email, PatriotWeb, MyMason)

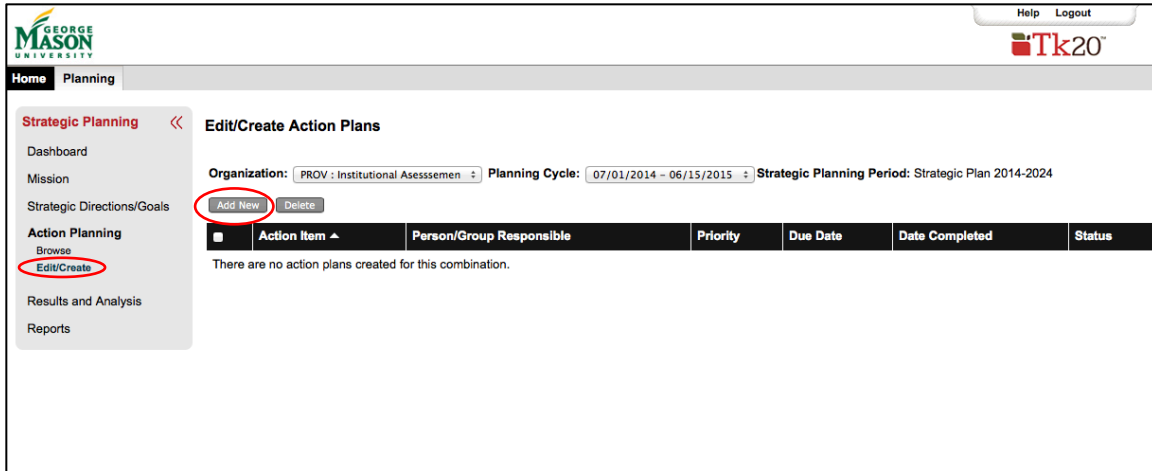
View the unit's Action Items:

1. Click on Planning tab at the top of the screen
2. Click on Action Planning on the side bar navigation
3. Select the organization (administrative unit) you wish to view

The screenshot shows the Tk20 web application interface. At the top right, there are links for 'Help' and 'Logout'. The main header includes the George Mason University logo and the 'Tk20' logo. Below the header, a navigation bar shows 'Home' and 'Planning' (circled in red). A sidebar on the left contains a menu with 'Strategic Planning' (selected with a double arrow), 'Dashboard', 'Mission', 'Strategic Directions/Goals', 'Action Planning' (circled in red), 'Edit/Create', 'Results and Analysis', and 'Reports'. The main content area is titled 'Action Planning' and includes several filters: 'Organization: PROV : Institutional As', 'Planning Cycle: 07/01/2014 - 06/15/2015', and 'Strategic Planning Period: Strategic Plan 2014-2024'. Below these filters is a dropdown for 'View by Organizational Unit Goal: All Organizational Unit Goal'. A table with the following columns is displayed: 'Action Item', 'Person/Group Responsible', 'Priority', 'Due Date', 'Date Completed', and 'Status'. The table is currently empty, with the text 'There are no action plans created for this combination.' below it.

To add an Action Item:

1. Click on Edit/Create under the Action Planning heading on the side bar navigation
2. Click on the Add New button



GEORGE MASON UNIVERSITY

Help Logout

Tk20

Home Planning

Strategic Planning <<

Dashboard

Mission

Strategic Directions/Goals

Action Planning

Browse

Edit/Create

Results and Analysis

Reports

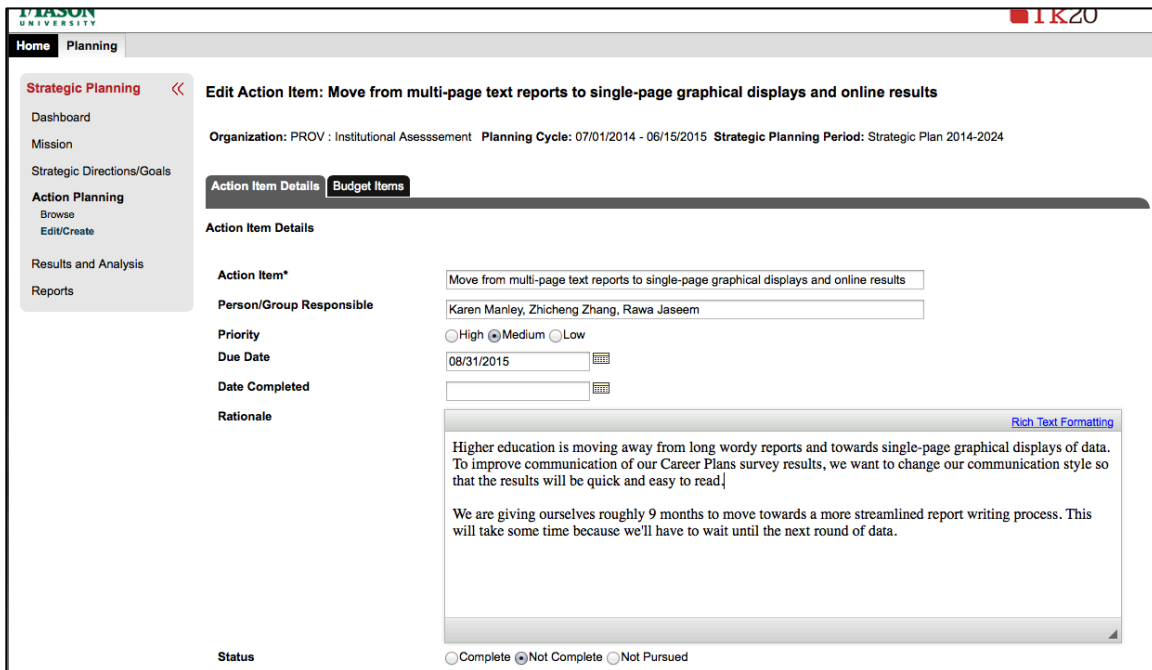
Edit/Create Action Plans

Organization: PROV : Institutional Assessment Planning Cycle: 07/01/2014 - 06/15/2015 Strategic Planning Period: Strategic Plan 2014-2024

Add New Delete

Action Item	Person/Group Responsible	Priority	Due Date	Date Completed	Status
There are no action plans created for this combination.					

3. Fill in the fields of the form (fields with an asterisk are required)



GEORGE MASON UNIVERSITY

Tk20

Home Planning

Strategic Planning <<

Dashboard

Mission

Strategic Directions/Goals

Action Planning

Browse

Edit/Create

Results and Analysis

Reports

Edit Action Item: Move from multi-page text reports to single-page graphical displays and online results

Organization: PROV : Institutional Assessment Planning Cycle: 07/01/2014 - 06/15/2015 Strategic Planning Period: Strategic Plan 2014-2024

Action Item Details Budget Items

Action Item Details

Action Item* Move from multi-page text reports to single-page graphical displays and online results

Person/Group Responsible Karen Manley, Zhicheng Zhang, Rawa Jaseem

Priority High Medium Low

Due Date 08/31/2015

Date Completed

Rationale

Rich Text Formatting

Higher education is moving away from long wordy reports and towards single-page graphical displays of data. To improve communication of our Career Plans survey results, we want to change our communication style so that the results will be quick and easy to read.

We are giving ourselves roughly 9 months to move towards a more streamlined report writing process. This will take some time because we'll have to wait until the next round of data.

Status Complete Not Complete Not Pursued

4. Scroll down and choose the unit goal that this action item aligns to
5. Click Save and Close at the bottom of the screen

Results and Analysis
Reports

Action Item* Move from multi-page text reports to single-page graphical displays and online results

Person/Group Responsible Karen Manley, Zhicheng Zhang, Rawa Jaseem

Priority High Medium Low

Due Date 08/31/2015

Date Completed

Rationale

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Status Complete Not Complete Not Pursued

Aligned Organizational Unit Goal

Organizational Unit Goal

- Create items on exit surveys to evaluate students' perspectives on innovative and excellent teaching practices
- Work with Career Services to improve communication of Career Plans Survey results

[Cancel](#)

Repeat Steps 1-5 until you have entered all action items that relate to the unit's goals.