Adding Plan Items to your Department/Unit Assessment Plan

This guide will walk you through how to add Plan Items to your department or unit Assessment Plan. If you are unable to add new Plan Items and you feel you should be able to, please contact SPAA@kennesaw.edu.

Step 1. **Navigate to the Plans area of the site**

Step 2. **Select the appropriate Time Period and Plan**

c. CHECK Phase requires the following Plan Item(s) to be added:
    i. Results, Measure 1
    ii. Results, Measure 2
    iii. Analysis
d. ACT Phase requires the following Plan Item(s) to be added:
    i. Action Plan

Note: If your assessment plan has changed mid-