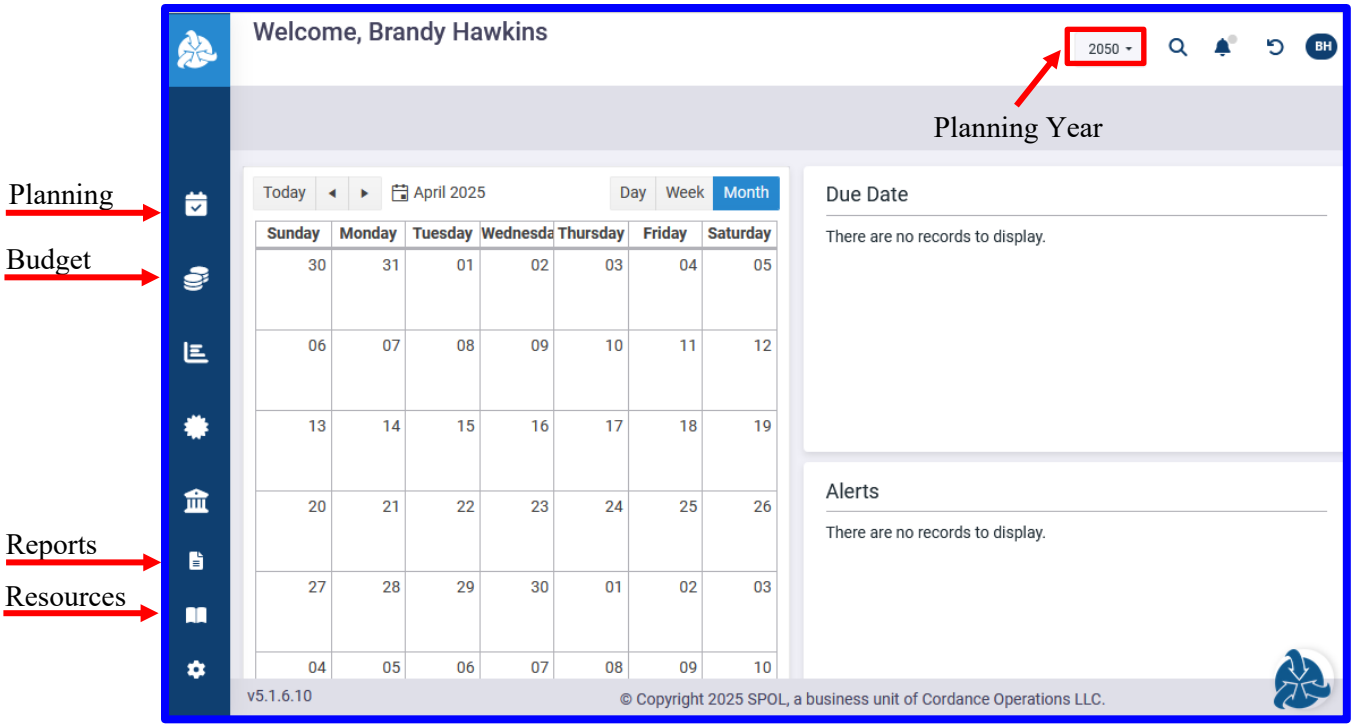
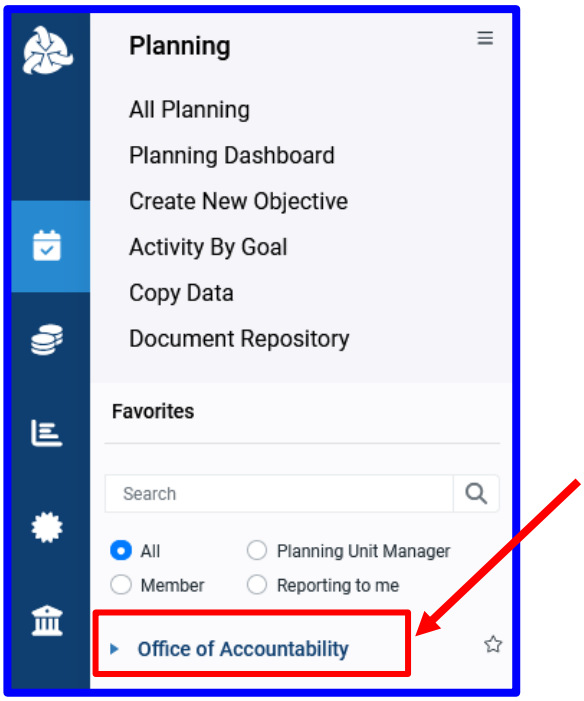
## SPOL (Strategic Planning Online) Walkthrough

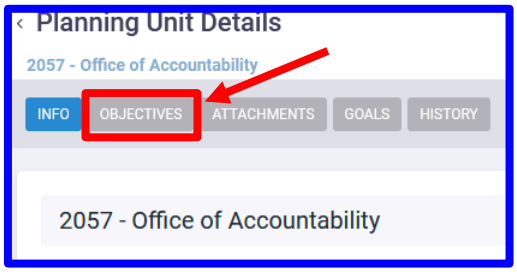
1. Login to SPOL, https://spol.angelo.edu using your ASU credentials.
2. Each department on the Organizational Chart has a planning unit in SPOL with their mission statement, how it ties to the overarching ASU mission, and how it is shared with their areas and users.
3. After logging in you will be on the SPOL homepage. Double check you are in the correct planning year. To access your unit, you will need to click on the planning icon on the navigation bar to the left of the page. Other important icons are budget, reports, and resources.



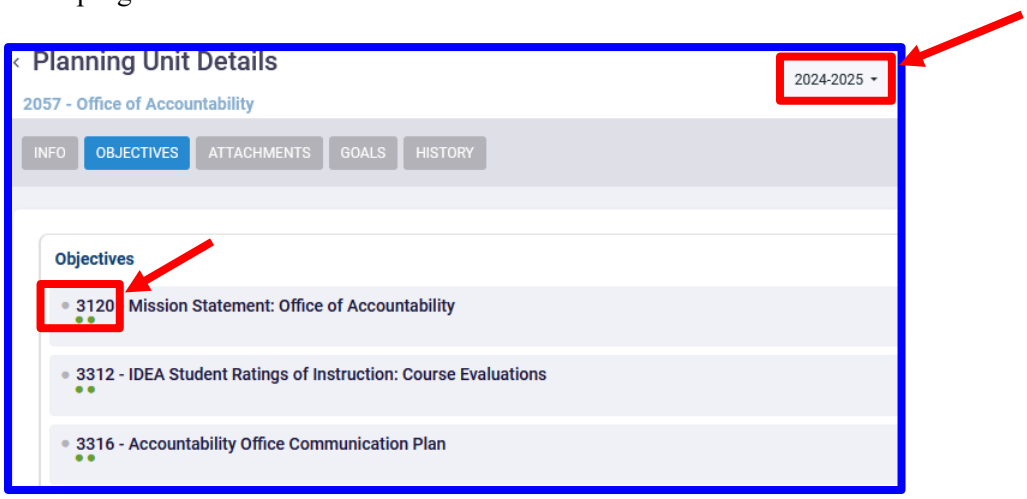

4. Your planning unit will show up to the right of the navigation bar. Click on the unit's name to enter the planning unit details page. This will give information about your unit which includes:
   - Unit manager, and members
   - Parent Unit
   - Budget Accounts



5. To access planning unit objectives, click on “Objectives” at the top of the details page under your unit’s name. You will then see your objectives.




6. Important items to note in this section are the objective IDs that precede the objective name. Those are unique identifiers for your objectives. Ensure you are in the correct planning year using the drop down in the top right corner.




7. Clicking on an objective will bring up the objective details which includes:

- Objective status and purpose.
- Planning years the objective is in.
- Description
- Institutional Goals
- Planning Priorities
- Objective Types
- Intended Results/Benchmarks
- Assessment Measures
- Document Repository
- Actual Results
- Use of Results

There are (i) icons next to the sections that are required. If you click on the (i) it will also give you a tip on what needs to be in each section. To fill in these sections click on the section name.

That is how you navigate through SPOL. Below are more detailed cheat sheets for specific actions you may need to take while using SPOL.

## Creating a New Objective

1. Go to your objectives within your planning unit following instructions in SPOL Walkthrough above. Once you are there, click on the word "Objectives". That will pull up the new objective box. You will need to fill in the following fields:
   - Objective Title – SMART Objective (Specific, Measurable, Attainable, Results-driven, Time-limited)
   - Planning Unit
   - Muti-Year Checkbox (if applicable)
   - Planning Year
   - Objective Purpose
   - Objective Status
   - Description

   Once you are done hit the yellow "Save" icon at the bottom.


2. After saving it will open the "Objective Details" page. This is where you will continue filling out all the required sections. When you are done with your objective you will need to approve it. To do so click the arrow under "DRAFT" in the top right corner of the screen. Then Select "Submit for Approval".