**Organizing Your Plan**

It will be important to review the university DEI strategic plan with your team. At first glance, it may be overwhelming to see all of the components of the plan. In true Flashes Take Care of Flashes fashion, we are here to help demystify the process and give you some tips on how your team may want to get organized.

Here are a few tips to get organized.

1. Review with your team the Part III of the plan, Definitions of Terms.
2. Next, have the team create or update your mission statement to include diversity, equity and inclusion values and commitments within it. This mission statement should be specific and not general - there should be a connection to what your department is charged to do for the university and all of its constituents. If your team is large enough, you can task a smaller team to work on this process. In the end, the goal is to create a mission statement that recognizes the journey of equity and not simply reaffirming the work you have done in the past.
3. Create a timeline to complete the review of each of the areas of focus identified in Part V of the plan. For academic units, these would be: recruitment; selection and hiring; retention, belonging and climate; promotion and professional development; and enhancing DEI expertise and capacity building. You do not need to complete your plan overnight. Consider completing this over a course of a few months to give your team time to dive deeper into the concepts, perform the appraisals necessary to determine where you are and identify areas of improvement.
4. Determine a timeline for reviewing your compositional data, if applicable, when you receive it from DEI. We ask that departments do not attempt to gather their own data here - work with DEI to ensure that everyone’s data is consistent. This will be a process and may require some edits to get it right as not all departments are organized the way data is currently collected. There should be an added layer of sensitivity to your data and therefore, we advise against anyone in your department asking its members questions to determine your racial, gender, etc. composition.
5. After all of these other processes are followed, the team should be ready to start crafting its goals. For the purposes of this strategic plan, it requests units to determine one goal to achieve per year. This goal should be both aspirational yet attainable. Your unit can have other goals internally, but only one goal for the next three years for the purpose of the strategic plan. This will keep your team focused throughout the year on this one priority.
6. Lastly, your team will need to determine accountability structure for achieving the goals. This structure should be clearly identified in your plan. A project management tool, RACI, is included in the plan for that purpose. There is a video on this in the toolkit to explain further how to utilize this tool. It will be critical that everyone on the team knows who is responsible, accountable, informed and consulted for what action steps, which will lead your team in progressing towards attaining its stated goal.

As always, the staff in the Division of Diversity, Equity and Inclusion is a resource for your team as you get organized. Getting organized in the beginning will help your team succeed and the plan is structured in a way to help facilitate that success. Best wishes in your journey.