Copying PPR Plan in Tool

- **NOTE: Beginning in Fall 2024, all 4 year plans prior-year goals, objectives, and resource requests <u>will not be copied over to the current-year plan</u>. Writers are required to manually enter goals, objectives, and any applicable resource requests.**

1. Login to the <u>Planning and Program Review Tool</u>

2. Find and click on your Program/Area

3. Click on the "CREATE ANNUAL PLAN OR PROGRAM REVIEW BY COPY"

Planning & Program Review (WebForms)

| Home | Account Info | Entities | Roles | Plan Types | Plan Groups |

Plans for Child Development and Education

- Create a New Annual Plan or Program Review
- Create Annual Plan or Program Review by Copy

- **Name:** 2023 - 2024 Child Development and Education CHC Instructional 2Yr. or SLO Plan 2023-2024
  Version: 4
  Group: 2023 - 2024
  Type: CHC Instructional 2Yr. or SLO Plan 2023-2024
  Last Modified On: 4/23/2024 1:37:31 PM
  Last Modified By: Ola Sabawi
  State: Submitted (**Finalized**)
  State By: Ola Sabawi

  - View Versions
  - View Objective Priority List
  - View Goal Priority List
  - Reports
  - View Plan
  - In order to comment on this plan, it must be submitted and not locked.

4. New Plan by Copy

➢ **Plan to Copy From**: Choose the most recent PPR plan to copy from, usually the last PPR plan submitted. This could be a 2-year or 4-year plan.

➢ **Plan Group**: The academic year may prepopulate; if not, select the current PPR academic year.

➢ **Plan Type:** Plan type may prepopulate; if not, select the current year and plan type you are submitting. This can either be a 2-year or 4-year plan.

Planning & Program Review (WebForms)

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Plans for Child Development and Education >> New Plan by Copying

Do you want to copy this plan to create a new plan?

* **Plan to Copy From :** Child Development and Education: 2023 - 2024: 2023 - 2024 Child Development and Education CHC Instructional 2Yr. or SLO Plan 2023-2024 ⌄
* **Plan Group :** 2024-2025 ⌄
* **Plan Type :** CHC Instructional Program Review 2024-2025 ⌄
No   Yes

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