**Administrative Support Services**

**Reporting Template**

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| **UNIT:** |  | **DATE:** |  |
| **CONTACT PERSON:** |  | **EMAIL:** |  |

**Unit Mission Statement:**

|  |  |
| --- | --- |
| **GOAL (OUTCOME) #1** |  |
| **MEASURE OR TOOL** |  |
| **BENCHMARK** |  |
| **PROCESS (WHO, WHEN, HOW, WHERE)** |  |
| **DATA** |  |
| **HOW HAS THE DATA BEEN USED TO INFORM A DECISION OR MAKE A CHANGE? GIVE ONE OR MORE EXAMPLES.** |  |

|  |  |
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| **GOAL (OUTCOME) #2** |  |
| **MEASURE OR TOOL** |  |
| **BENCHMARK** |  |
| **PROCESS (WHO, WHEN, HOW, WHERE)** |  |
| **DATA** |  |
| **HOW HAS THE DATA BEEN USED TO INFORM A DECISION OR MAKE A CHANGE? GIVE ONE OR MORE EXAMPLES.** |  |

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| **GOAL (OUTCOME) #3** |  |
| **MEASURE OR TOOL** |  |
| **BENCHMARK** |  |
| **PROCESS (WHO, WHEN, HOW, WHERE)** |  |
| **DATA** |  |
| **HOW HAS THE DATA BEEN USED TO INFORM A DECISION OR MAKE A CHANGE? GIVE ONE OR MORE EXAMPLES.** |  |

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| **GOAL (OUTCOME) #4** |  |
| **MEASURE OR TOOL** |  |
| **BENCHMARK** |  |
| **PROCESS (WHO, WHEN, HOW, WHERE)** |  |
| **DATA** |  |
| **HOW HAS THE DATA BEEN USED TO INFORM A DECISION OR MAKE A CHANGE? GIVE ONE OR MORE EXAMPLES.** |  |