



ACIP – Strategies Reference Guide in Cognia Improvement Platform – Complete by October 15, 2026

Phase	Components	To Do	Must Complete
Envisioning			
Determine Current Reality	Data • Learner • Institution • Community	Analyze data and evidence to understand where your institution is now	Analysis and Summary sections for each area of data Mark complete.
Explore the Future	Trends • Social • Technological • Economic • Political	Discusses the future trends impacting education and the institution's community	Analysis and Summary sections for each trend Mark complete.
Synthesize Results	Institution • Vision • Mission • Beliefs Strategic Themes Priority Statements	Determining how the current reality and future trends align. Strategic themes should: reflect the big idea of your priority statement. Consider it the “bucket” or focus area. Priority statements should: reflect the connections and gaps between current reality and future trends. If...then...	Institution • Vision • Mission • Beliefs Strategic Themes – minimum of 3 Priority Statements – one statement per theme Key Characteristic – connect each priority to one of Cognia's 4 Key Characteristics from Performance Standards Mark complete.

Envisioning Summary	All above	Automatically populates based on what institution has entered in previous phases	Mark complete.
View Envisioning Summary	All above	Can print or download in PDF or HTML	N/A Mark Envisioning Phase Complete
Planning			
Create Objectives and Critical Initiatives	Objectives Critical Initiatives Start and End Dates	Turn each priority into an objective and use evidence-based practices to address and achieve each objective through critical initiatives. Objectives should: be a goal statement that represents the long-term direction of the priority statement and strategic theme. Critical Initiatives should: be evidence-based practices that answer the question – what will the institution do to achieve the objective?	Objectives – one per theme/priority statement Critical Initiatives – can have multiple per objective. Should be evidence based. Not tasks. Evidence-based practice – research on critical initiative. Start and End Dates – add in dates for each year of your plan. Some Critical Initiatives will not happen in year 1. Mark complete.
Identify Outcomes and Key Measures	Intended Outcomes Key Measures	Determine the measurable results institution leaders expect from each critical initiative and decide how each initiative will be measured for its effectiveness.	Intended Outcomes – one for each critical initiative. Key Measures – can have one or multiple per each critical initiative. Mark complete.

		Intended outcomes should: reflect what you want the critical initiative to achieve. Key measures should: track the progress of each critical initiative towards the intended outcome.	
View Strategy Map	All above	Can print or download in PDF or HTML	N/A
Create Annual Plan	Start and End Dates	Determine what Critical Initiatives will take place in year 1, 2, 3, etc.	Start and End Dates – make sure all start and end dates selected are accurate for each critical initiative. Some Critical Initiatives will not happen in year 1. Mark complete. Mark Planning Phase complete.
Implementing			
Design Implementation Plan	Activities Activities Measures Person(s) Responsible Required Resources Benchmarks Target Dates	For each critical initiative, please add any activities and all additional aspects for your ACIP. Activities should: be actions of how the critical initiative will be approached or implemented.	Activity Description Person(s) Responsible Activity Funding + Dollar Amount Required Resources Launch Date Activity Measure(s) Activity Timeline with Target Date and Action (benchmarks - optional) Mark complete.

		Activity measures should: be sources of data that are linked to specific activities. Once an activity has been saved, you will be prompted to add at least one activity funding source as well as a benchmark for that activity.	Mark Implementing Phase complete by OCTOBER 15, 2026.
Enact and Monitor Progress	Tracking Status	Collect progress data from stakeholder groups to analyze progress. Revisit the Annual Implementation Plan to make changes if necessary. Update activities affected by the adjustments and communicate all changes.	You can edit this area after the Implementing Phase has been marked complete. You should update and review throughout the year – noting tracking status: • On Track • Lagging • At Risk