



SENTRAL
EDUCATION

Strategic Planning Admin Guide

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1 Introduction

This document describes key steps for successfully setting up Sentral Strategic Planning. This document describes the default setting for all new school documents management.

A detailed description for the setup of each area in Documents has been provided as well as a **checklist** of **pre-requisites**, **considerations** and **decisions** and recurring tasks that need to be reviewed on a periodic basis.

2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Strategic Planning module.

2.1 Staff Access

For the Strategic Planning to operate and be useful, you must have user accounts created for staff members at the school. Permissions need be revised in the Enterprise Setup to ensure the correct staff have access to setup this module.

Manage User Permissions				
Modify Access Levels for: Strategic Planning Save				
Role permissions allow you specify what capabilities a user with a given access level will be able to do within a Sentral module. Administrator level access always has full level of access.				
	Viewer	Teacher	Coordinator	Executive
Access OASIS reports	<input type="radio"/> None <input checked="" type="radio"/> Allow			
Create or edit EduMap plan details	<input type="radio"/> None <input checked="" type="radio"/> Allow			
Create/Edit Management Plans	<input type="radio"/> None <input checked="" type="radio"/> Allow			
Create/Edit Strategic & Annual Plans	<input type="radio"/> None <input checked="" type="radio"/> Allow			
Import school data	<input type="radio"/> None <input checked="" type="radio"/> Allow			
Manage users	<input type="radio"/> None <input checked="" type="radio"/> Allow			
Modify school details	<input type="radio"/> None <input checked="" type="radio"/> Allow			
View other users profiles	<input type="radio"/> None <input checked="" type="radio"/> Allow			
View school data	<input type="radio"/> None <input checked="" type="radio"/> Allow			
View, Print and Email Reports	<input type="radio"/> None <input checked="" type="radio"/> Allow			
Setup				
Has access to strategic planning setup	<input type="radio"/> None <input checked="" type="radio"/> Allow			

2.2 Sentral vs mandated systems

The school need to determine if the Strategic Planning module will be implemented for school governance and reporting to external bodies. Schools need to consider teaching and learning excellence & achievement, professional leadership, visions and values, learning evaluations and management. These then need to be monitored regularly, updated, and actioned as required.

2.3 Roles and Responsibilities Setup

Administration of the Strategic Planning module is usually assigned to a select group of staff with access to all the functionality in the module. As such, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module.

3 Setup Strategic Planning

The following is a description of the setup for each area in the Strategic Planning. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via **School Strategic Planning > Strategic Planning Setup**.

3.1 Plan Details

The Administrators/Executive can edit Plan details, set current plans and archive existing plans.

Plan Details		New Strategic Plan		Add
2012-2014: EduMAP Demo Plan	Archived	Make Default	Edit	Remove
2017-2019: 2020 STRATEGY: LEADER IN LEARNING	Archived	Make Default	Edit	Remove
2017-2019: 2018-2020 Special Strategic Plan	Archived	Make Default	Edit	Remove
2012-2014: NSW Master Sentral Plan	Active	Make Default	Edit	Remove
2020-2022: 2020-2021 Master Plan	Default Archived	Make Default	Edit	Remove

Schools can either click on **Add** for a new plan.

Edit enables the name and starting year to be altered.

Note: Some jurisdictions require plans to start from a specific year.

Please ensure that the starting year corresponds to the one required.

Please note that changing the time period of an existing plan will shift any data currently associated with this plan.

When there are multiple strategic plans, only one can be set as Default

3.2 Resources

Create and edit resources for inclusion in the School Plan. The first thing to do is decide which plan needs a new resource added to it. Click the down arrow to open the drop list and select the strategic plan you need.

School can add New resources, edit resources and import from a list or use the Copy function to add a list of resources from an existing plan.

Use the handles to move resources into a different order.

3.3 Responsibilities

Create and edit personnel or staff groups that have particular curriculum responsibilities. The first thing to do is decide which plan needs responsibilities added to it. Click the down arrow (to open the drop list) and select the strategic plan you require.

Adding a new person or party (i.e. Group) to be responsible for the strategic plan is a two-part process.

1. Create new responsibility – to add person or group, choose the type and **Add**. Then enter the name and link user account for individual user.
2. To copy a list of All Responsible Persons/Parties from an Existing Plan, select the Plan from the list and then click Copy.
3. Import User List - Use this import to build the responsibility list from the user list. This will automatically link the responsibility to the user so they can see any responsibilities assigned to them under their teacher profile.
4. Import Responsible List - To import a list of Responsible Persons/Parties, click the Import Responsible List button, then type or paste the list of resources one per line in the dialog.
5. Ensure you have selected the correct Plan for editing.

3.4 Funding Sources

List of sources that funding is drawn from or applied for.

The first thing to do is decide which plan needs a new resource added to it. Click the down arrow to open the drop list and select the strategic plan you need.

Schools can then add a new funding source, copy form a plan or import via a list.

3.5 Integrated Areas

Show integration of planning sections with other learning areas. Select the plan you wish to work in.

Staff can add, copy from or import areas of integration.

3.6 NPR

National Partnership Reform areas. The labelling of these is determined by the school.

Staff can; create new, copy from or import a list.

Appendix A: Summary Checklist

So, you’ve scanned the detailed document and are wondering what’s next? This table gives you a road map in concise, easy to read steps of how to get your Strategic Planning module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Plan Details</i>	Type of plans	On an annual basis
<i>Resources</i>	Resource allocation	On an annual basis
<i>Responsibilities</i>	Who is responsible	On an annual basis
<i>Funding Sources</i>	What is the funding	On an annual basis
<i>Integrated Areas</i>	What areas are integrated	On an annual basis
<i>NPR</i>	This stands for National Partnership Reform	On an annual basis