Activities should inform your **Year One report, Year Two plan and Year Three budget**

**IMPLEMENTATION & INFRASTRUCTURE**
- Launch implementation and build infrastructure

**DATA ANALYSIS & ACTION PLANNING**
- Analyze community input and assessment data; summarize key findings
- Revise or refine action items, as needed, for Year Two
- Update unit top leadership/sponsors about Year One progress and Year Two plan
- Flag key needs for the Year Three budget process (begins Dec 2017)

**BEGIN YEAR TWO PLAN IMPLEMENTATION**
- Socialize your Year Two plan with the unit community
- Review findings from local staff climate survey data; share highlights with unit community
- Encourage unit students and faculty to participate in climate survey census efforts (October)

**CONTINUED ENGAGEMENT & ASSESSMENT**
- Plan continuing engagement and assessment activities
- Reach out to key special interest groups or other constituents
- Promote opportunities for unit community to get involved
- Engage students and faculty before school year ends
- Encourage unit staff to participate in climate survey census effort (*March*)

**YEAR ONE REPORTING & YEAR TWO PLAN**
- Draft and submit final Year One progress report
- Draft and submit final Year Two plan, including OGC review for all new or significantly revised action items

**YEAR THREE BUDGET DEVELOPMENT**
- Meet with unit leadership and budget administrator and build case for FY19 DE&I-related budget items
- Attend U-M’s Diversity Summit (Nov. 2017, *date to be determined*) and hold local unit activities