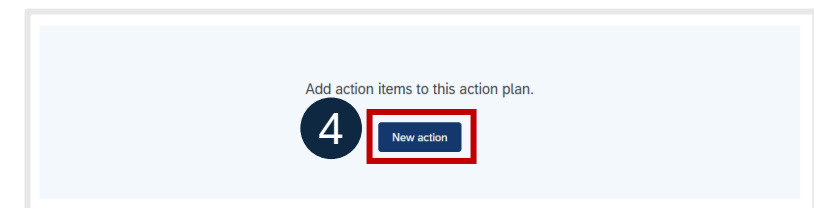
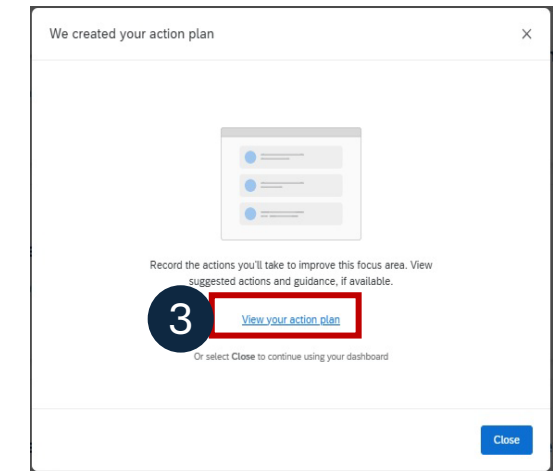
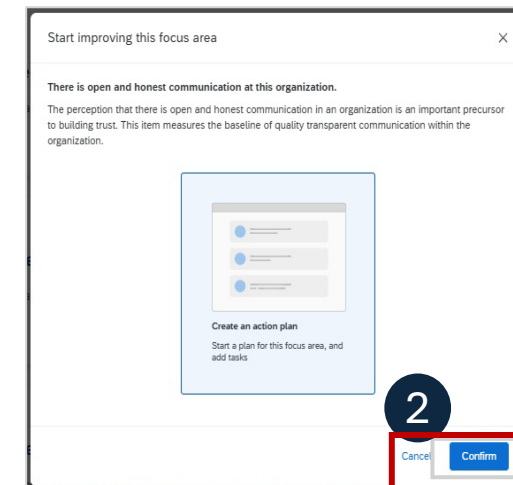
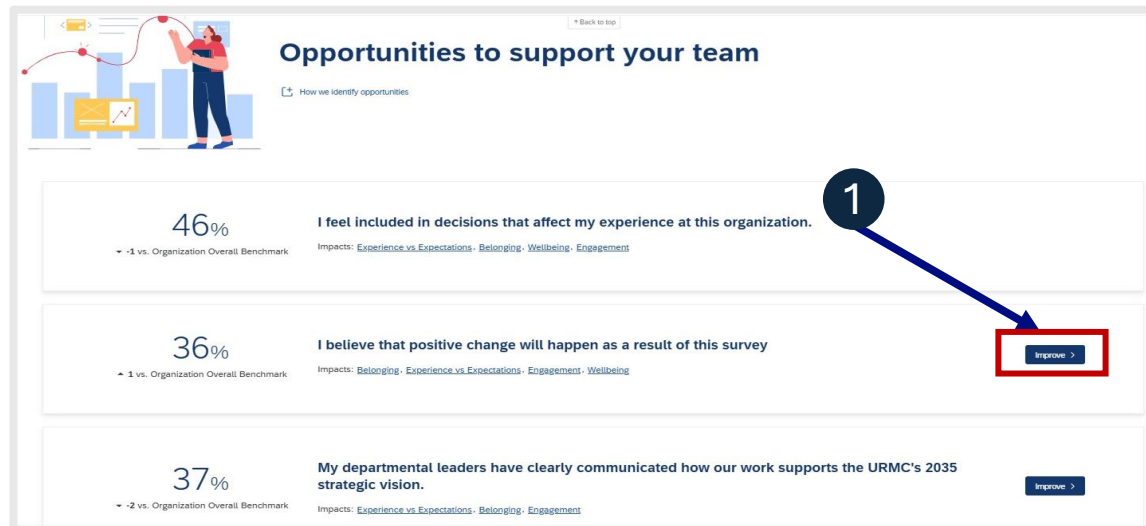


Starting an Action Plan from your EES 2025 Dashboard

The **Improve** button is next to many questions in the **Opportunities** section of the Headlines page and on the Analytics page.

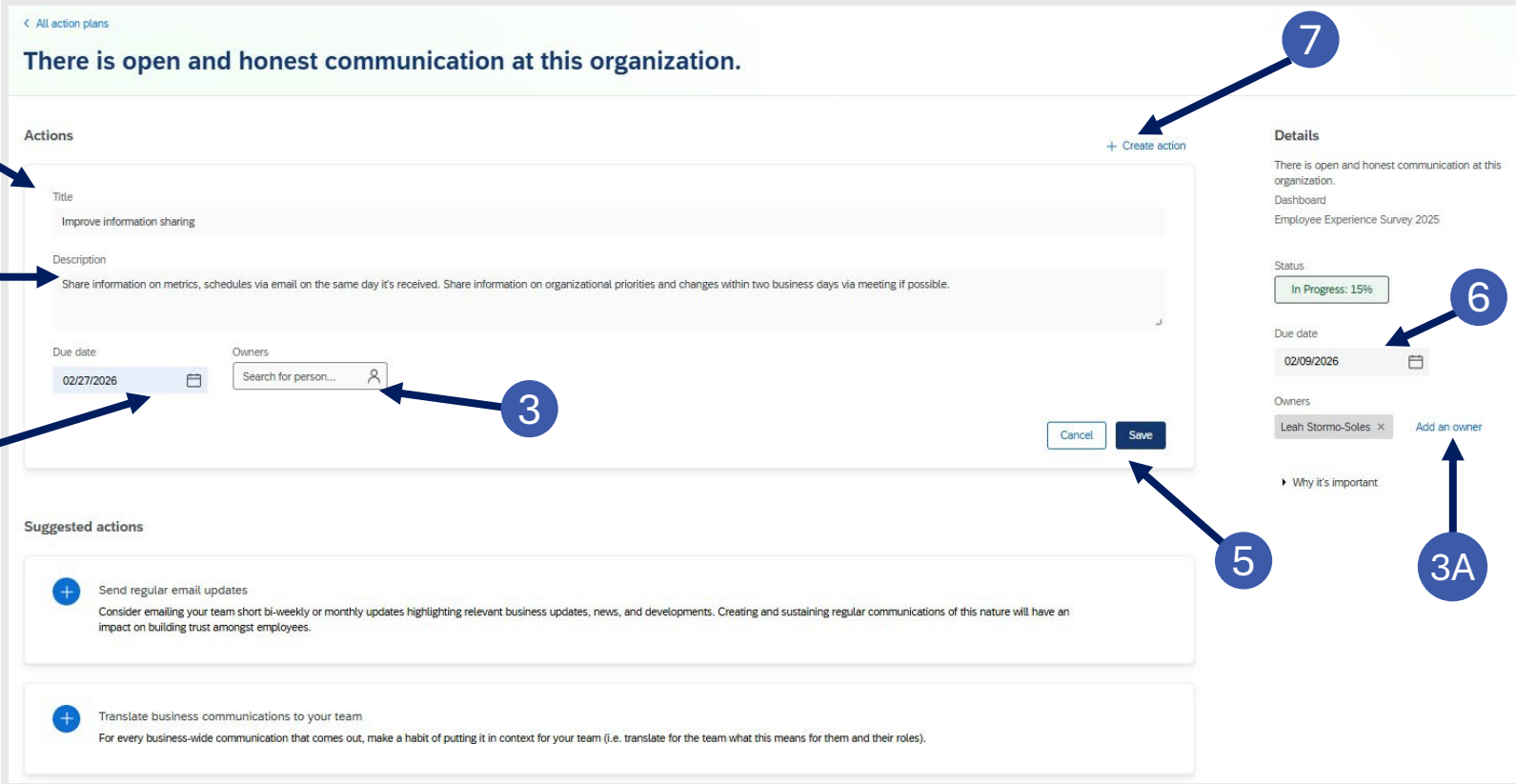
NOTE: The “Improve” button is available for the questions that have the greatest impact on your team’s experience. The University’s custom KPI categories, Wellbeing Extended and Belonging Extended, also have the Improve button on the Analytics page.

1. Click the **Improve** button to begin documenting an action plan for that question.
2. Then click **Confirm**.
3. Click **View your action plan**.
4. Then click **New action** to document the actions you’ll take.



Documenting Your Actions

1. Enter the title for your action in the **Title** box.
2. In the **Description** box, detail your action following the SMART model. Make sure the action is Specific, Measurable, Action-Oriented, Relevant, and Timely.
3. If you are partnering with someone on this action, add them as a co-owner.
 - 3A. If you want to add them as a co-owner to the overall action plan, add them on the right.
4. Set the due date for the action.
5. Click **Save** to save the action.
6. Set a **due date** for improving the priority area
7. To create a new action, click on **Create Action**
 - Repeat steps 1-6



The screenshot shows the 'All action plans' interface. At the top, there's a header with a back arrow and the text '< All action plans'. Below this is a green banner with the title 'There is open and honest communication at this organization.' and a '+ Create action' button. The main form has three sections: 'Title' (with the text 'Improve information sharing'), 'Description' (with a detailed SMART model description), and 'Due date' (set to '02/27/2026'). There's also an 'Owners' section with a search bar. Below the main form is a 'Suggested actions' section with two items: 'Send regular email updates' and 'Translate business communications to your team'. On the right side, there's a 'Details' panel showing the title, dashboard, and status 'In Progress: 15%'. Below this is a 'Due date' section (set to '02/09/2026') and an 'Owners' section (showing 'Leah Stormo-Soles' and an 'Add an owner' button). A 'Why it's important' section is also visible. Numbered callouts point to various elements: 1 points to the Title box, 2 points to the Description box, 3 points to the Owners search bar, 3A points to the 'Add an owner' button, 4 points to the Due date field, 5 points to the 'Save' button, 6 points to the Due date field in the Details panel, and 7 points to the '+ Create action' button.