SELF REVIEW PROCESS
TEMPLATE

Area: [insert area name]
Manager: [insert managers name]
Prepared By: [insert the name of the person who prepared the document]
Date: [The date the document was prepared]
Team Meeting Conducted: Yes  No  Date: [Date of Team Meeting]
List of Participants Attached: Yes  No

1. Brief history of area:
   [Insert text. Limit to one quarter to half page]

2. Outline the present circumstances of the area, including:
   a. Physical resources;
   b. Financial resources; and
   c. Human resources.
   [Insert text. Limit to quarter to half page]

3. Current strategies in place for improving:
   a. Administrative efficiencies;
   b. Innovation in work practices, systems and process; and
   c. Client and customer engagement, particularly with academic colleges.
   [Insert text. Limit to 1-2 pages]

4. Please address the future plans of the area, including at least two proposals for improvement and development in the next 3-5 years.
   [Insert text. Limit to 1-2 pages]

5. Highlight relevant appendices, including other information.
   [Insert text. Insert a list of relevant appendices and attach electronically]

6. List of people attending self review meetings.
   [Insert a list electronically]