

Office of Career & Professional Development Strategic Management Model

The OCPD's management model identifies six core management areas, and key questions to ask ourselves to assess the health and success of our office. We review these questions quarterly, and our goal is to answer every question in the affirmative.



People

1. Do we have the best person for each job?
2. Are our roles clearly defined?
3. Do we have the support, resources and training required to do our work? (*Are we 'work ready'?*)
4. Are we recognized and rewarded for our achievements?
5. Do we have a shared understanding of how we work together (*our principles of engagement*)?



Strategy & Politics

1. *Our Purpose*: Do we have an articulated vision and mission?
2. Do we have a clear goals?
3. Do we have a sustainable 1, 3, and 5 year strategic plan?
4. Does our plan integrate the results of our SWOT analysis?
5. Have we identified our allies and champions?
6. Do we understand how resources are allocated?
7. Can we articulate our value to UCSF stakeholders?



SPIR (Services, Programs, Initiatives & Resources)

1. Are all of our efforts in alignment with our mission?



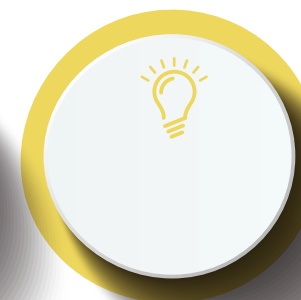
Money

1. Do we know how much money we have?
2. Do we know how it is being spent?
3. Are our funds being used effectively?
4. Do we have checks and balances?
5. Do we have enough to meet our goals?



Infrastructure

1. Are we optimally organized to support our people and efforts?
2. Are systems, processes and policies in place to support our staff in meeting their stated job responsibilities?
3. Is our infrastructure sufficiently built out to manage the volume and scope of our efforts?



RAD (Research, Assessment & Dissemination)

1. Have we defined our success metrics?
2. Do we have the skills to assess our impact?
3. Are we prepared to present our efforts?