

Jazan University

College of Arts and Humanities

English Department

Planning and Development Committee



**A quick Guidelines for Accessing Strategic Plan Management
Information System (SPMIS).**

Working on initiatives.

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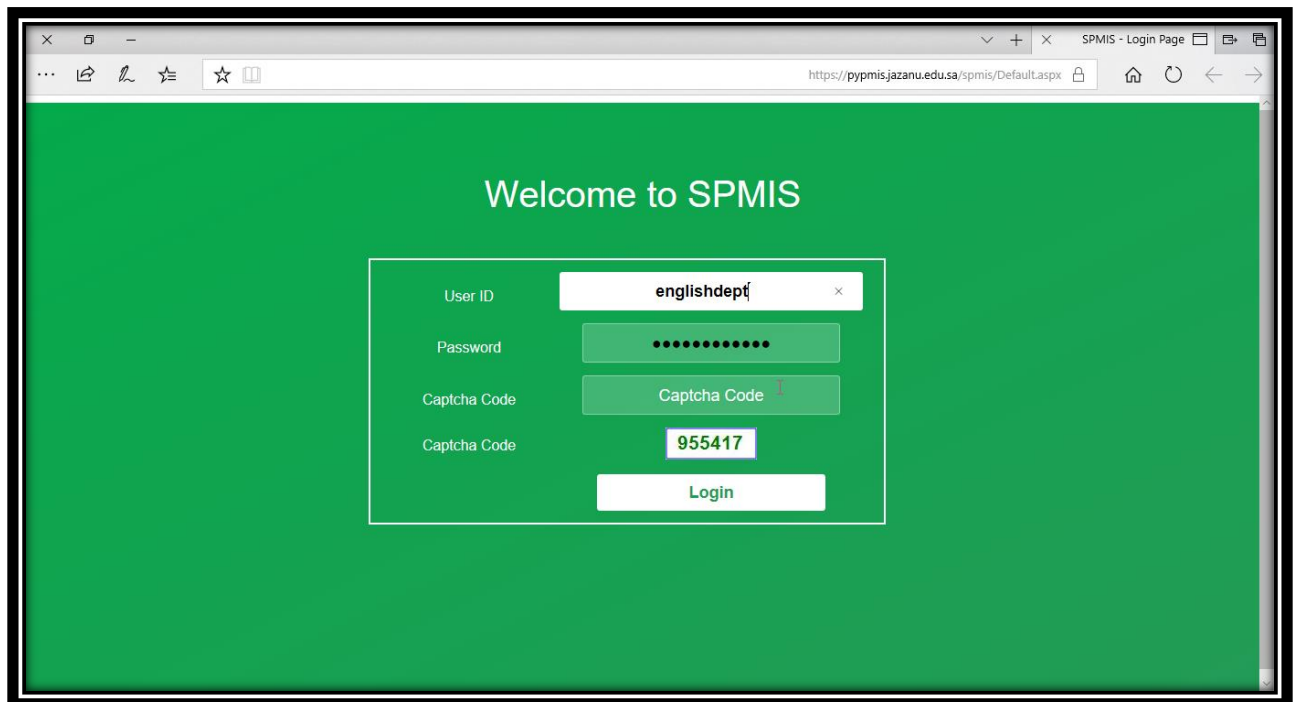
March 2018

Getting Started

1-Click the link below to access Strategic Plan Management Information System (SPMIS).

<https://pypmis.jazanu.edu.sa/spmis/Default.aspx>

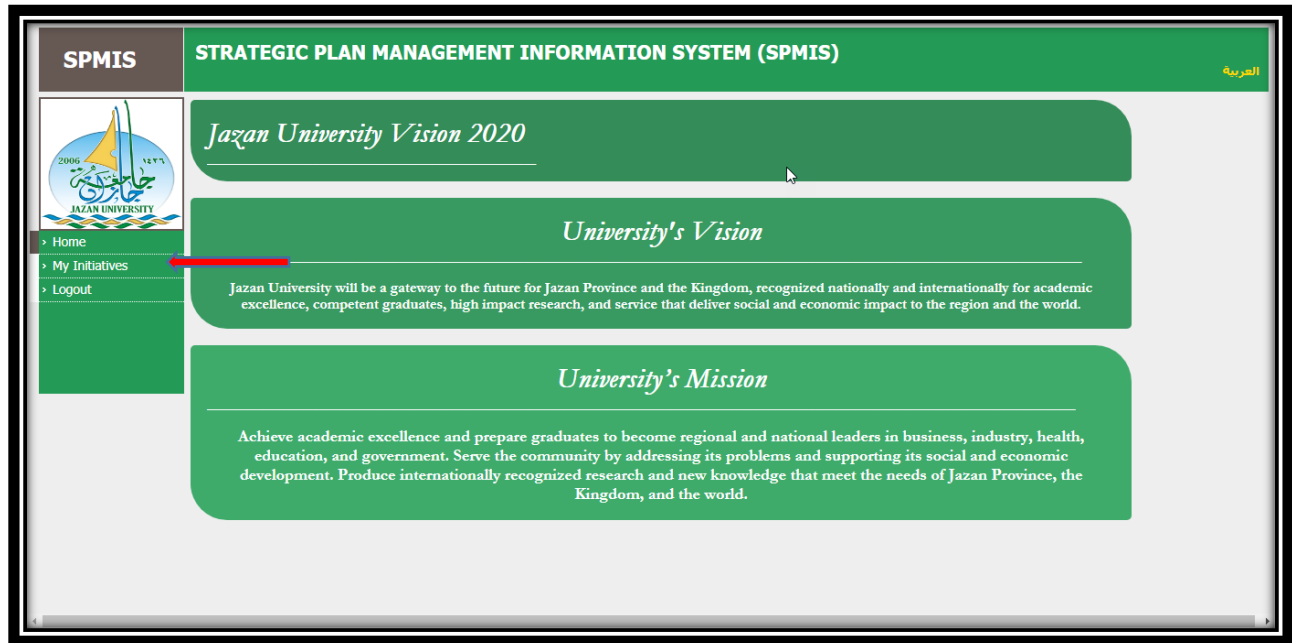
2- The following page will be displayed. Insert the user Id and Password. Each committee has different user ID and password. Type the numbers and click on Login.



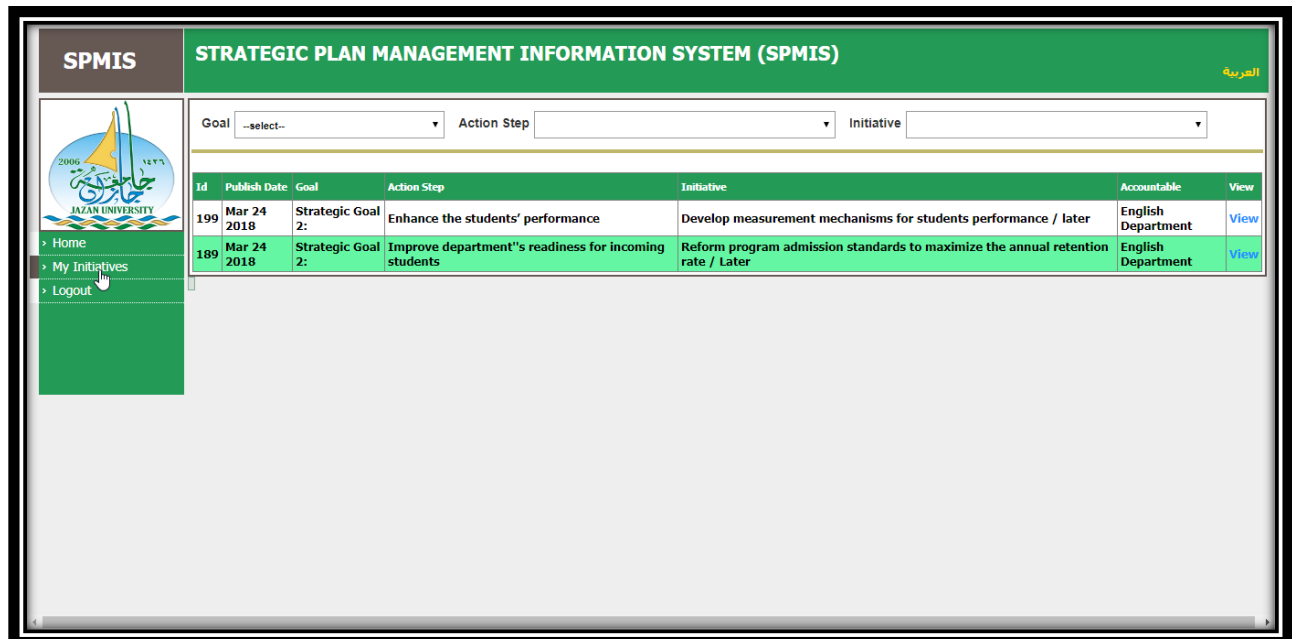
The screenshot shows a web browser window with the URL <https://pypmis.jazanu.edu.sa/spmis/Default.aspx>. The page has a green background and the text "Welcome to SPMIS" in white. In the center, there is a white login form with the following fields:

User ID	<input type="text" value="englishdept"/>
Password	<input type="password" value="....."/>
Captcha Code	<input type="text" value="Captcha Code"/>
Captcha Code	<input type="text" value="955417"/>
<input type="button" value="Login"/>	

3- The following window will be displayed.



4- Then click on *My initiatives* on the main menu. The following page will be displayed.



The page above shows only two initiatives that categorized under the responsibility of the Testing Committee. (I am using testing Committee accessing details). Please observe that the strategic goal and action step in which the initiatives belong are also displayed.

5- **Working on initiatives:** Click on **View** to display initiative No. 1. The following page will be displayed.

The screenshot displays the SPMIS interface for viewing an initiative. The header includes the system name 'STRATEGIC PLAN MANAGEMENT INFORMATION SYSTEM (SPMIS)' and a language selector for Arabic. The main content area shows the following details:

- Goal : Strategic Goal 2: Publish Date Mar 24 2018
- Action Step : Enhance the students' performance
- Initiative : Develop measurement mechanisms for students performance / later
- KPI : Student learning assessment scores/ Satisfaction of graduates with teaching and learning
- Accountable : English Department /

Below the details is a table with the following columns: Procedure, Responsible, KPI/Target, Start Date, End Date, Remarks, Status, and Download. The table contains five rows, each with a 'Done' status and a download button.

Procedure	Responsible	KPI/Target	Start Date	End Date	Remarks	Status	Download
						Done 1	لم يتم... أر. أن ملئت اختيار ملت
						Done 2	لم يتم... أر. أن ملئت اختيار ملت
						Done 3	لم يتم... أر. أن ملئت اختيار ملت
						Done 4	لم يتم... أر. أن ملئت اختيار ملت
						Done 5	لم يتم... أر. أن ملئت اختيار ملت

At the bottom of the table, there is a field for 'acc. remarks'.

Here is where we start inserting the initiatives related steps. As you can see the strategic goal, action step, the initiative, and the Key Performance Indicator (KPI) are displayed on the top of the page.

Procedure: Is the actual step taken to achieve the initiative. (Some initiatives might be accomplished within only one procedure. For example, assigning course coordinators as an initiative may take one procedure that is assigning faculty members to be held responsible for coordinating courses. The initiative like

establishing Postgraduate Program entails many procedures starting from the agreement of the faculty members to initiate the programs and ending with the final approval of the program or the rejection of it by the university senate.

Responsible: The committee that is assigned to take care of the initiative.

KPI/Target: KPI is the success measure. It is usually quantitative data such as proportion, percentage or figure. For example, percentage of students who graduate in the minimum time, the number of workshops held in the department.

Usually, each initiative has its KPI defined in the system and can be seen immediately above the procedure table.

Start Date/ End Date: Please refer to Department Strategic Plan to know exactly when the intuitive start and end date.

Remarks: If there is any remarks or observation, insert them.


Choose A file for uploading: This option enables you to upload the desired authenticated and verified document from your computer as a proof of the procedure that has already been taken.

Download: Download the documents that support each procedure.

Update initiative: Click on it to save all the steps you have taken.

The moment you click on update initiative, you will be directed to the following page to view the next initiative.

SPMIS
STRATEGIC PLAN MANAGEMENT INFORMATION SYSTEM (SPMIS)
العربية



2006 ١٤٢٧
JAZAN UNIVERSITY

- > Home
- > My Initiatives
- > Logout

Goal
Action Step
Initiative

Id	Publish Date	Goal	Action Step	Initiative	Accountable	View
199	Mar 24 2018	Strategic Goal 2:	Enhance the students' performance	Develop measurement mechanisms for students performance / later	English Department	View
189	Mar 24 2018	Strategic Goal 2:	Improve department's readiness for incoming students	Reform program admission standards to maximize the annual retention rate / Later	English Department	View

Having any question, please feel free to contact us.

Best of Luck

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