Operational Plan of Alumni Unit - Academic Year 2016/2017

Initiatives	Activities	Period of Implementation		Required Resources	Performance Indicators	Responsibility for Implementation		Responsibility for follow-up
		From	To			Basic	Support	
Create Alumni Databases (dB's)	Update Graduated students (dB1)	15/10/2016	20/5/2017	Student affairs CoE*	Percentage of CoE graduates with full record of contact information comparing to total number of graduates.	Alumni unit	Student affairs unit	Head of Alumni unit
	Update Expected graduates (dB2)	15/10/2016	20/3/2017	CoE Departments	Percentage of full completed records of all the expected graduates to actual number.	Alumni unit	Student affairs unit	Head of Alumni unit
	Companies and work places (dB3)	7/11/2016	21/11/2017	Unit of Engineering practice CoE	Number of Engineering companies and factories recorded in dB3	Alumni unit	EPU	Head of Alumni unit
	Job opportunities (dB4)	13/11/2016	25/4/2017	Unit of Engineering practice CoE + others	Number of graduates got jobs, based on the introduced opportunities, comparing to the total number announced opportunities.	Alumni unit	EPU	Head of Alumni unit
Study the needs of local and national community	Distribute and assessment of a questionnaire to the graduates	06/11/2016	20/12/2016	Database (dB1) + E-mails	Number of graduates participated positivity in filling the questionnaire.	Alumni unit	Departments	A member of Alumni unit
	Distribute and assessment of a questionnaire to stock holders	06/11/2016	20/12/2016	Database (dB3) + E-mails	Number of the stock holders participated positivity in filling the questionnaires	Alumni unit	EPU	A member of Alumni unit
	Assessment and Evaluation of Feedback from Graduates and Stock holders	15/11/2016	01/04/2017	AEU	Ability to define the society and labor market needs.	Alumni unit	AEU + Study plan	Alumni unit
Career Day and Job Skills	Organizing Career Day	15/1/2017 Preparing	April, 2017 Event time	Provide a appropriate place	Number of graduates attended the Career Day comparing to total graduated	College	University	Head of Alumni unit
	A workshop to provide the students with job skills and Entrepreneurship	01/12/2016	01/04/2017	Invitation and place	Measure of student opinion upon attending the workshop.	Alumni-unit	Department EPU	Head of Alumni unit
Improving the work opportunities in engineering sectors	Create a community-based partnership with the community to facilitate employment of graduates	6/11/2016	30/03/2017	Meetings and conventions	Percentage of graduate students that received jobs to the overall number of graduate students'.	Alumni-unit	College	Head of Alumni unit

CoE*: College of Engineering