Office/Unit/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Updated as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Month, Day, Year)

1. **INTERNAL ISSUES**

|  |  |  |  |  |  |
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| **Factors** | **Positive****(Strengths)** | **Negative****(Weaknesses)** | **Monitoring and Review** | **Action Plan** | **Status** |
| **Recommended Action** | **Resources Needed** | **Date of Completion** |
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1. **EXTERNAL ISSUES**

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| **Factors** | **Positive****(Strengths)** | **Negative****(Weaknesses)** | **Monitoring and Review** | **Action Plan** | **Status** |
| **Recommended Action** | **Resources Needed** | **Date of Completion** |  |
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| Prepared by: | Reviewed by: | Approved by: |
| Unit Head | Director | Vice President/ President |
| Position | Position | Position |
| Date | Date | Date |

For the “Description of Factor(s) – Origin Classification please see below:

|  |
| --- |
| Classification of Origin: |
| External | Legal, technological, competitiveness, cultural, social and economic environments (international, national, regional or local) |
| Internal | Values, culture, knowledge and organizational performance |