# **DCU logo**

**Quality Enhancement Plan**

**One-Year and Three-Year**

**Progress Report**

**XXXXXXX Department**

**[Report Date]**

# **Introduction**

This report provides a one-year and three-year progress report on the implementation of the Quality Enhancement Plan (QuEP) for [area]. A copy of the QuEP has been included in Appendix A.

One-year and three-year reports are submitted incrementally for review by the Quality Promotion Committee, and the final reports are lodged with the Quality and Institutional Insights Office.

The following table summarises the key dates in relation to the quality enhancement process for [area]:

|  |  |
| --- | --- |
| Submission of the Self-Assessment Report |  |
| Visit by the Peer Review Group |  |
| Finalisation of the Peer Review Group Report |  |
| Follow-up meeting to sign-off on the Quality Enhancement Plan |  |

You may include a brief summary of the approach taken to putting the plan into action.

You may also note any relevant changes in the Area since the quality review process. These may include additional staff members, restructuring, new leadership, changes in activities or focus, etc.

# **One-Year Plan and Actions Taken**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rec. No.** | **Recommendation** | **Action** | **Ongoing/ Completed/ Timeframe** | **Lead** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **Three-Year Plan and Actions Taken**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rec. No.** | **Recommendation** | **Action** | **Ongoing/ Completed/ Timeframe** | **Lead** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **Financial Summary of Funded Quality Projects**

|  |  |  |
| --- | --- | --- |
| **Project Title** | **Amount Received from Quality Enhancement Fund** | **Total Spent to Date** |
|  |  |  |
|  |  |  |
|  |  |  |

Appendix A: Quality Enhancement Plan