

YEAR I ACTION PLAN (NOVEMBER 2022-OCTOBER, 2023)

	Year /Quarter Period	Year 1/ Quarter 1 Nov 2022-Jan.2023	Year I/ Quarter 2 Feb. –April, 2023	Year I/ Quarter 3 May –July, 2023	Year I / Quarter 4 Aug-Oct., 2023
Linkages	<p>Initiatives</p> <p>Activity Details</p>	<p>Preliminaries</p> <ol style="list-style-type: none"> 1. Briefings 2. Information gathering on the Directorate 3. Drafting of vision and mission statement 4. 1 day retreat with Staff 	<p>Capacity Development</p> <ol style="list-style-type: none"> I. Staff: Identify critical skill gaps through inventory and online forms II. Students Placement for industrial Attachment 	<p>Partnership and Collaboration</p> <p>Identify and contact relevant agencies and industries for Staff Exchange Programmes (SEP)</p> <p>Practical Research Innovation Teaching/open learning best practice</p> <p>Establish connection for student placement with</p> <ol style="list-style-type: none"> I. Food/beverage Industries II. Food/medical laboratories III. Architectural, Engineering & construction firms IV. Commercial Banks / Financial Institutions V. Public Offices/ Establishments VI. NGOs VII. Foreign openings 	<p>Placement Scheme I</p> <ol style="list-style-type: none"> 1. SEP Phase I : 30% Technologists for Industrial exchange programmes (ITEP) in identified industries 2. 15% Lecturers for research innovation RI (Renewable energy, food preservation and storage, modern agriculture and artificial intelligent) 3. 20% Lecturers for open learning methods /practice (OLM/P) 4. Placement of 5% students for industrial training (IT) <p>Knowledge/ Experience Sharing Workshops Review Year I activities</p>

	Key performance indicator/ Deliverables	Produce draft working document Approved Action Plan (2022-2025)	Skill Gap List by Departments/ programs	Database of contact addresses & persons	Completed SWOT template
Alumni Relation	Initiatives Detail Activities		Alumni Open Register 1. Create automated alumni profile database 2. Track alumni progress & foster alumni interpersonal contacts and contact with Departments	Alumni Relate 1. Identify selected alumni 2. Recognition Files and felicitations	Open Day Promote: 1. Alumni Talk-show and “Fix one” agenda 2. Visiting Day (Parent and secondary school student visit to the institution) 3. Facility tour by alumni 4. Exhibitions and sales of FEDEPE products
	Key performance indicator/ Deliverables		1. Automated alumni database 2. List of alumni contacted	Recognition and felicitation files opened	Open day 2023
Advancement	Initiatives Detail Activities		Equipment & Infrastructure Upgrade Identify critical Equipment and infrastructure required for students learning	Target Hybrid Projects 1. Central Science Laboratory Set-up: Collaborate with Schools of AS & ST and solicit for equipment 2. Central concrete workshop (200 students) Set-up: Collaborate with Schools of ES & ET: floor and wall will be executed as concrete, brick- and block walling practical sessions	

	KPI /Deliverables		List of Departmental priority / critical needs	Central Laboratory Frameworks Progress (Project & Practical) Chart	KPI /Deliverables
Development	Initiative Activities		Public Relate <ol style="list-style-type: none"> 1. Identify relationship (Target: donors, sponsors, individuals, alumni, friends and students) 2. Seek financial and non-financial support 	Crowd sourcing (Annual activity focused on priority projects that will be wholly or partly executed within one year) <u>Year I Project</u> : Central Concrete Workshop (Steel framed and aluminium roof covering only)	Target Calls Calls to solicit for fund to carry out identified project(s) based on Institutional Strategic Plan
			<ol style="list-style-type: none"> 1. Alumni 2. Endowment 3. School and Departmental based Campaign for support 		
	KPI / Deliverables		<ol style="list-style-type: none"> 1. List of responding targets 2. Funds & other supports 	Target Fund for identified projects	Target Fund for identified priority project
YEAR II ACTION PLAN (NOVEMBER 2023-OCTOBER, 2024)					
		Quarter 1 Nov 2023-Jan. 2024	Quarter 2 Feb. –April, 2024	Quarter 3 May –July, 2024	Quarter 4 Aug-Oct., 2024
Linkage	Initiatives Activities	Review-Refocus <ol style="list-style-type: none"> 1. Assess Year I performance 2. Identify emerging demands 3. (Re-)Strategize 4. Retreat with Staff 	Capacity Development <ol style="list-style-type: none"> 1. Update Skills Gap Inventory 2. Document Students’ and Industry-based 	Partnership and Collaboration Visiting Staff Scheme (Highly rated resource staff from industry, practice etc. within and outside Nigeria Expansion of Contacts/ Updating of Database	Placement Scheme II Deepening established connections and networking for new contacts 25% Technologists ITEP 25% Lecturers RI

			Supervisors reports 3. Feedback to Departments	Service/repair centre Collaborate with corporate bodies to establish cell phone repair centre, refrigerator/freezer and air conditioner repair centre	25% Lecturers OLM 15% Students for IT
	KPI / Deliverables	Challenges identified and solution provided	Skill Gap List by Departments/ programs (Continued)	1. Database of contact addresses of Corporate Bodies contacted 2. List of MOU signed	1. List of Staff on exchange programmes 2. List of students on IT
Alumni Relations	Initiatives Activities		Alumni Open Register 1) Create automated alumni profile database 2) Track alumni progress & foster alumni interpersonal contacts and contact with Departments	Alumni Relate 1) Identify selected alumni 2) Recognition Files and felicitations	Open Day Promote: 1) Alumni Talk-show and "Fix one" agenda 2) Visiting Day (Parent and secondary school student visit to the institution) 3) Facility tour by alumni 4) Exhibitions and sales of FEDEPE products
	KPI / Deliverables		1. Automated alumni database 2. List of alumni contacted	Recognition and felicitation files opened	Open day 2024

Advancement	Initiatives Activities		Hybrid Projects		
	KPI / Deliverables		<ol style="list-style-type: none"> 1. Solicit for Central Science Laboratory equipment 2. Central concrete workshop CCW that can take 200 students (Phase 1) the floors and wall will be executed as practical for brick works. 3. Collaborate with Oil and Gas company e.g. BOVAS to upgrade our gas filling station 4. Central Metal Workshop (CMW) that can take 200 students 		
Development	Initiatives Activities		Public Relate Connect with a student (scholarship for indigent student or mentorship)	Crowd sourcing Year II Project: Central metal workshop	Target Calls Calls to solicit for fund for other critical equipment
			<ol style="list-style-type: none"> 1. Alumni 2. Endowment 3. School and Departmental based Campaign for support 		
	KPI / Deliverables		List of connected students	Target Fund for identified projects	Target Fund for identified priority project
YEAR III ACTION PLAN (NOVEMBER 2024-OCTOBER, 2025)					
		Year 3 Quarter 1 Nov 2024-Jan. 2025	Quarter 2 Feb. –April, 2025	Quarter 3 May –July, 2025	Quarter 4 Aug-Oct., 2025
	Initiatives Activities	Review / Re-Focus <ol style="list-style-type: none"> 1. Assess Year 2 performance 2. Identify emerging demands 	Capacity Development Update Skills Gap Inventory Document Students’ and Industry-based Supervisors reports	Partnership and Collaboration Visiting Staff Scheme (Highly rated resource staff from industry, practice etc. within and outside Nigeria	Continuation of established connection SEP: 35% Technologists ITEP 25% Lecturers RI 25% Lecturers OLM

		<ol style="list-style-type: none"> 3. Assess project delivery mechanism(s) 4. (Re-)Strategize 5. Retreat with Staff 	Feedback to Departments	Expansion of Contacts/ Updating of Database Service/Repair Centre Collaborate with Corporate Bodies to establish <ol style="list-style-type: none"> a. Auto repairs Centre b. Computer repairs Centre 	15% Students for IT
	KPI / Deliverables			MOU signed	List of Staff on exchange programme List of students on IT
Alumni Relations	Initiatives Activities		Alumni Open Register <ol style="list-style-type: none"> 1. 'Clean' automated alumni profile database 2. Track alumni progress & foster alumni interpersonal contacts and contact with Departments 	Alumni Relate <ol style="list-style-type: none"> 1) Identify another set selected alumni 2) Recognition Files and felicitations 	Open Day (Series III) Promote: <ol style="list-style-type: none"> 1) Alumni Talk-show and "Fix one" agenda 2) Visiting Day (Parent and secondary school student visit to the institution) 3) Facility tour by alumni 4) Exhibitions and sales of FEDEPE products
	KPI / Deliverables		<ol style="list-style-type: none"> 1. Automated alumni database 2. List of alumni contacted 	Recognition and felicitation files opened	Open day 2025
	Initiatives Activities		Hybrid Projects Solicit for Central Science Laboratory equipment continued		

			Central Concrete workshop CCW (Phase 2) the floors and wall will be executed as practical for brick works. Central Metal Workshop (CMW) continued Equip auto / mechatronics workshop Collaborate with manufacturers/ industries to establish goods depot (s) on campus		
	KPI / Deliverables		List of connected students	Target Fund for identified projects	Target Fund for identified priority project
Development	Initiatives Activities		Public Relate Connect with a student	Crowd sourcing Year III Project	Target Calls Calls to solicit for fund for critical equipment
			1. Alumni 2. Endowment 3. School and Departmental based Campaign for supports		
	KPI / Deliverables		List of connected students	Target Fund for identified projects	Target Fund for identified priority project
STAFF REQUIRED <ol style="list-style-type: none"> 1) Deputy Registrar : overall administrative head 2) Alumni Relation Officer : Resourceful, Self-motivated and polished Alumnus with background in Administration/ Statistics proficient in Words, Excel, Corel Draw and Social Media platform administration 3) Advancement & Development Officer: Career officer to be immediately trained in Advancement and Development matters. Resourceful, Self-motivated and versatile Alumnus proficient in Words, Excel, Corel Draw and Social Media Administration 4) Clerical Officer 5) Ad-hoc Staff 1 SIWES and 1 IT 					