

ADVISORY

SAMPLE INDEPENDENT SCHOOL STRATEGIC PLAN IMPLEMENTATION PLAN

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Structure

To ensure the swift and steady implementation of your new strategic plan, consider convening an Implementation Team led by a coordinator who reports to the head of school to oversee getting the plan off the shelf and into action. Also consider assigning Goal Champions, each appointed to focus on one of the goals of your plan. Goal Champions can be drawn from stakeholder groups according to expertise and interest.

Process

There are seven main steps to successful implementation of a strategic plan. They are: 1) set the strategic focus 2) prioritize an annual portfolio of target initiatives 3) develop and implement work plans for prioritized initiatives 5) track and monitor progress 6) evaluate results 7) report progress 8) adjust as needed.

Year One Action Steps

Here is a work plan showing how to coordinate implementation steps to ensure a successful Year One launch in the hypothetical year 2015.

Implementation Steps	Responsible Person/Group	Timetable
1. Appoint a Coordinator(s) as point person for implementation	Head of School	May 2015
2. Set the initial strategic focus of the plan (What early direction does the Board want to give in terms of where it will be looking for the most significant progress in Year One?)	Board	June 2015
3. Agree on Evaluation Criteria (Performance outcomes for each initiative and/or other metrics, such as an annual designated initiative completion rate specific to each goal?)	Head of School and Board	June 2015
4. Select and Orient Implementation Team	Head of School	June 2015
5. Launch Implementation Action Plan	Coordinator	Fall 2015
6. Set criteria for Year One initiative prioritization	Implementation Team	Fall 2015
7. Prioritize Year One initiatives in each goal area	Goal Champions	Fall 2015
8. Develop initiative work plans as needed	Initiative Sponsors	Fall 2015
9. Begin implementation of prioritized initiatives	Initiative Sponsors	Fall 2015
10. Conduct monthly meetings for Year One	Goal Champions	All year
11. Conduct quarterly status update meetings	Coordinator	As scheduled
12. Monitor, track and evaluate progress on Year One prioritized initiatives	Goal Champions	All year
13. Develop and deliver mid-year written progress report to the Head of School	Coordinator with Goal Champions' input	December 2015
14. Develop and deliver annual written and power point report	Coordinator)	June 2016

