

# ADVISORY

## SAMPLE STRATEGIC PLANNING PROJECT PLAN

Strategic Planning Tasks Conducted by a Strategic Planning Team serving as a Project Management Team	Target Dates
1. Set planning parameters.	July 2015
2. Establish and orient Strategic Planning Team.	August/September
3. Orient other key stakeholder groups and individuals the strategic planning process.	September
4. Conduct situational analysis, including core values study, mission alignment, internal surveys and external environmental scanning.	September – October
5. Based on situational analysis, identify and frame Strategic Drivers/Issues that will be the focus of your strategic plan.	November
6. Strategic drivers finalized and consensus reached by Strategic Planning Team.	December
7. Plan an inclusive Visioning Day.	September – January 2016
8. Conduct a Visioning Day to address strategic issues as a community and envision your preferred future by drafting a strategic framework of vision, goals and strategies to address the strategic issues surfaced through research.	January 2016
9. Analyze and synthesize Visioning Day results and agree on a strategic plan framework of vision goal and strategies.	January
10. Present final draft of strategic plan framework for board approval.	February
11. Distribute approved strategic plan framework to stakeholder groups for reflection prior to the development of strategic initiatives in their area.	February/March
12. Draft initiatives to operationalize the strategic plan.	March/April
13. Vet and finalize draft initiatives.	April/May
14. Complete plan received by key leadership.	June
15. Select and orient Implementation Team; Identify and prioritize Year One Initiatives	August/September
16. Launch Strategic Plan and begin implementation	September 2016

