

**Strategic Plan Project**

<b>1</b>	<b>Pre-planning</b>
1.1	Determine process and next steps
1.2	Recruitment and hiring of SP coordinator
1.3	Recruit steering committee
1.4	Meet with steering committee
1.5	Determine retreat date and location
1.6	Determine retreat agenda

<b>2</b>	<b>Kick-off Project</b>
2.1	Hold executive & steering committee Retreat
2.2	Determine strategic plan framework
2.3	Determine strategic plan length ( 1, 3, or 5 years)
2.4	Affirm proposed planning process
2.5	Review history, background, provide context for mission
2.6	Review Mission, Values, Vision
2.7	Reflect on values -what is important to DCBS? What is our culture?
2.8	Determine what agency would like to accomplish with plan - vision statement
2.9	Identify potential obstacles and barriers to vision
2.10	Approve mission statement and vision statement
2.11	Develop a strategy for ensuring DEI incorporated into plan
2.12	Create a list of external and internal stakeholder groups

<b>3</b>	<b>Environmental scan</b>
3.1	Develop a plan for soliciting employee and manager input - internal
3.2	Develop a plan for soliciting stakeholder input - external
3.3	Gather employee perspectives
3.4	Gather management perspectives
3.5	Gather external stakeholder perspectives
3.6	Compile feedback for review

<b>4</b>	<b>Research/gather data</b>
4.1	Review organization records, performance measures, past objectives
4.2	Research and review other plans from other agencies/government organizations
4.3	Research and review relevant budget/financial information
4.4	Review feedback, gathered data

<b>5</b>	<b>Strategic priorities and objectives</b>
5.1	Meet with Exec team and Steering Committee to develop and draft strategic priorities, objectives & actions
5.2	Develop and draft strategic priorities
5.3	Develop and draft objectives and actions

<b>6</b>	<b>Draft strategic plan</b>
6.1	Create outline
6.2	Develop plan narrative
6.3	Develop financial projections/analysis
6.4	Compile and edit draft plan
6.5	Review plan for clear outcomes, ensure progress can be evaluated and measured
6.6	Review plan for feasibility
6.7	Complete second draft
6.8	Create final plan
6.9	Steering Committee reviews final draft for approval
6.10	Executive Team reviews final draft for approval
6.11	Communications provides final edits

<b>7</b>	<b>Strategic plan adoption and distribution</b>
7.1	Adopt Strategic Plan
7.2	Communicate strategic plan
7.3	Create messaging for announcement of final plan
7.4	Develop talking points for plan "elevator speech"
7.5	Present plan to internal and external stakeholders

<b>8</b>	<b>Strategic plan lifecycle</b>
8.1	Develop Strategic Planning Lifecycle
8.2	Adopt Strategic Planning Lifecycle

Legend	
	Project Task
	Steering committee/Exec Team
	Employees
	Managers
	External Stakeholders