

Prepare for Strategic Planning

Stakeholders

Who should be a part of the core planning team?

Who are your stakeholders (internal and external)? How and when will you involve them in the planning process?

Content of Plan (Data Collection)

What are some the key questions or issues facing my organization that we think should be addressed through strategic planning?

Before we start planning, what information about our organization, stakeholders, and the external environment do we:

- currently have?
- need or want to know?

How and when can we get this information?

Project Planning

Given the answers above:

What would be a reasonable timeframe to start and complete the “Envision and Plan” phase? (Days, weeks, months)?

When is the best time of year for the organization to engage in strategic planning?

On the next page, outline a project plan to execute the Strategic Planning process.

Project Plan

Activity or Milestone	Lead Person	People and Resources Required	Start Date	End Date