



# Worksheet Id.A3

## Competency: Strategic Thinking—Strategic Action Plan

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### Strategic Planning Process



Table of  
Contents

Preparation	Plan	Implement	Revise
<p><b>Envision</b> Develop a vision, charter, guiding principles, and expectations</p>	<p><b>Develop Plan</b> Review assessment</p>	<p><b>Communicate Plan</b> Distribute plan, provide updates on plan progress</p>	<p><b>Review Progress on Plan</b> Review progress toward goals and implementation of plan activities</p>

Preparation	Plan	Implement	Revise
<p><b>Assess</b> Gather data, analyze data and other information, draw conclusions</p>	<p><b>Prioritize</b> Consider needs, strengths, and resources; screen against purpose</p>	<p><b>Manage Plan</b> Assign responsibilities, check in with progress</p>	<p><b>Reconvene Planning Process and Revise Plan</b> Reconvene planning groups, periodically assess, draft revised plan, circulate revised plan for input, finalize revised plan, communicate revised plan, implement and monitor revised plan</p>

Preparation	Plan	Implement	Revise
<p><b>Develop and Implement Planning Process</b> Be inclusive, establish planning structure, define roles and responsibilities, prepare planning members</p>	<p><b>Develop Goals, Strategies, and Action Steps</b> Write goal statements, develop strategies, develop action steps, determine benchmarks, prioritize goals and strategies</p>	<p><b>Monitor and Report Progress</b> Develop a system for reporting, monitor progress, disseminate information</p>	
	<p><b>Draft Plan</b> Circulate draft for input, align all workgroup plans</p>		
	<p><b>Finalize Plan</b> Share with all stakeholders, obtain official approval</p>		

## Strategic Planning Meeting

*During a strategic planning meeting, participants should consider the following questions:*

- What is the mission?
- What is the current state and context of the following?
- Internal strengths
- Weaknesses: data, facts, trends
- External opportunities
- Threats: data, facts, trends
- What is the vision for the future?
- What are the key goals?
- How do you get there?

### Reference

Adapted from Frizsell, E., O'Brien, M., & Arnold, L. (2004). *Strategic planning for child welfare agencies*. Portland, ME: National Child Welfare Resource Center for Organizational Improvement.

For the full document, go to <http://muskie.usm.maine.edu/helpkids/rcpdfs/strat.plan.pdf>