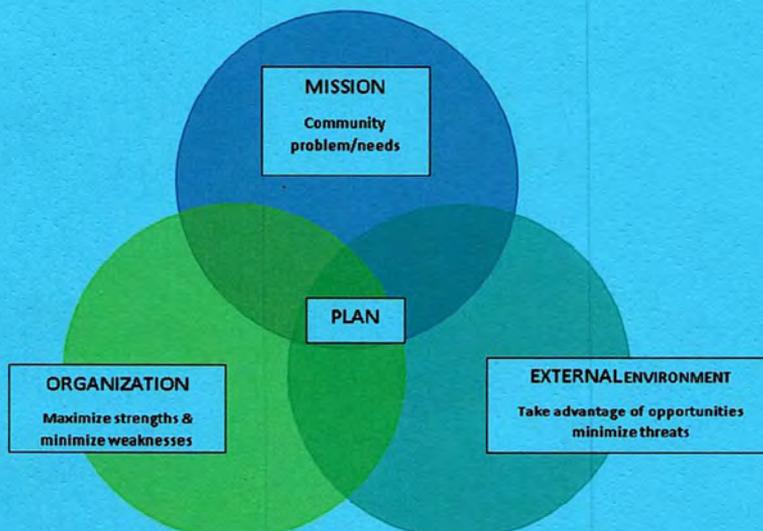


Help you Answer 4 Questions

1. Is our mission clear?
2. Does our mission fit with what is needed and feasible in our service area?
3. Does our organization have the capability and resources to do what is needed?
4. If not how do we solve these problems

Making a Good Match

- **Mission** – what your intend to accomplish
- **Opportunities and Threats**– what is needed and feasible in your community or service area
- **Strengths and Weaknesses**or your organization – what your are capable of doing



The Truth about Plans

Planning is ongoing process– it is never finished

KISS or it won't be manageable

Leaders must be involved

Creativity and innovation are valuable

Don't adopt strategies that can't be implemented

Your plan is a tool– use it!

Planning Steps Overview

- 1. Identify priority issues**
- 2. Put issues in sequential order**
- 3. Brainstorm possible solutions for issue**
- 4. Reality check of solutions**
- 5. Prioritize solutions (strategies)**
- 6. Write goal statement for solutions**
- 7. Implementation plan for each solution**

Sample Steps in Planning and Implementation

Community Need

Assessment - internal, external

Vision & Mission - *how are we going to get there?*

Board's Strategic Plan “How are we going to accomplish our mission?”

- Specific Goals and Objectives

Annual Implementation Plan - in writing

- what activities are we going to do this year to achieve our goals?
- who is going to do them? Assignment of activities to specific Board Members/Committees & staff support
- how will we know if we are successful? Assignments must be quantifiable
- when must each activity be done - specific deadlines
- who has bottom line accountability and when will they be reporting to the Board?
- what resources need to be in place - budget, volunteers & staff

Budget -

- based on our plan how much is each activity going to cost?
- can we budget any income for each activity?
- do we need to budget for staff time to accomplish this activity?

Board Member/Committee Members Action Plans

- individual plans for each member to do there part toward achieving the annual plan goals
- basis for annual evaluation

Staff Performance Objectives ~ project management

- individual plans for each staff member related to supporting Board/Committee in the accomplishment of annual plan goals
- basis for annual evaluation/performance review
- basis for annual evaluation of compensation

Monitoring

who is going to report? on what? to whom?

how often are we going to report

calendar of who is going to report on what to the Board re accomplishment of objectives

Evaluation

When are we going to evaluate our performance against stated goals?

have we achieved what we set out to do?

basis for revision of plan

Revision

at least annual