

2020 Strategic Planning Tracking

Key  
Strategic Planning Ad Hoc Committee = SPAHC

STEP	TASK	DUE	REPORT	STAFF	ACTIONS	Not Started	In Progress	Completed
1	<b>Initiate and agree on a strategic planning process</b>							
	Review draft initial agreement during March 2020 SPAHC	Wednesday, April 8, 2020	FAAST 2020 Strategic Planning Initial Agreement	Whitney	Finalize Strategic Planning Initial Agreement	Place on April 8, 2020 Meeting Agenda		
2	<b>Identify organization mandates</b>							
	Outline FAAST formal and informal mandates	Sunday, May 31, 2020	Compile list of mandates	Whitney/Hannah	Staff completed formal and informal mandates	Draft Strat Plan Survey to send to stakeholders	Send finalized survey to stakeholders in April and May	Use raw data from survey to create list of mandates during June meeting
3	<b>Clarify organization mission and values</b>							
	Review FAAST mission and values	Sunday, May 31, 2020	Compile list of mission and values review	Whitney/Hannah	Draft Strat Plan Survey to send to stakeholders	Send finalized survey to stakeholders in April and May	Use raw data from survey to create mission and values review during June meeting	Finalize mission and values at June meeting
4	<b>Assess the external and internal environments to identify strengths, weaknesses, opportunities, and threats</b>							
	Survey stakeholders on FAAST's strengths, weaknesses, opportunities, and threats	Sunday, May 31, 2020	Compile review of SWOT	Whitney/Hannah	Draft Strat Plan Survey to send to stakeholders	Send finalized survey to stakeholders in April and May	Use raw data from survey to create FAAST SWOT analysis during June meeting	Finalize FAAST SWOT at June meeting
5	<b>Identify the strategic issues facing the organization</b>							
	Review mandates, mission, values, and SWOT analysis to determine FAAST Strategic Issues	June 2-4, 2020	Compile list of Strategic Issues	Whitney	Complete TOWS analysis during June meeting	Compile finalized list of strategic issues by June 19, 2020	Send finalized issues to SPAHC	
6	<b>Formulate strategies to manage the issues</b>							
	Begin forming goals, objectives, strategies, and indicators for strategic issues	Friday, July 30, 2020	Strategic Issues Plan	Whitney/Staff	Begin workgroup meetings for each strategic issue	Draft plans for each strategic issue	Send draft plans to SPAHC in July meeting	Finalize Strategic Issues Plan
7	<b>Review and adopt the strategic plan(s)</b>							
	Review and adopt the strategic plan(s)	August 10-12, 2020	Draft Strategic Plan	Whitney	Add draft plan to August meeting agenda	Review and approve Strategic Plan		
8	<b>Establish an effective organizational vision</b>							
	Discuss and establish an organizational vision	August 10-12, 2020	Organizational Vision	Whitney	Hold organizational vision discuss at August meeting	Review and approve organizational vision		
9	<b>Develop an effective implementation plan</b>							
	Develop an implementation and evaluation plan	August 10-12, 2020	Implementation and Evaluation Plan	Whitney/Staff	Add draft plan to August meeting agenda	Draft implementation and evaluation plan	Send draft plans to SPAHC in August meeting	Finalize Implementation and Evaluation Plan August 20, 2020
10	<b>Reassess strategies and the strategic planning process</b>							
	Determine appropriate intervals to review and evaluate plan	August 10-12, 2020	2020 Strategic Plan	Whitney	Add to August meeting agenda	Finalize assessment and review plan		