



FAAST 2020 Strategic Plan Initial Agreement

Purpose of the 2020 Strategic Plan: To create a sustainable, measurable plan to continue the work of FAAST's mission.

Mission of FAAST: Our Mission is to improve the quality of life for all Floridians with disabilities through advocacy and awareness activities that increase access to and acquisition of assistive services and technology.

Key Decision Makers: Strategic Planning Ad Hoc Committee and FAAST Leadership Team

Project Organization:

Strategic Planning Ad Hoc Committee:

James Bayonne
Thom DeLilla (FILC)
Janet Good (DOE)
Karen Hagan (APD)
Katy Howell
Marcial Lumbert
Liz Loht
Paul Tobin
Ben Welter

FAAST Leadership Team:

Whitney Harris
Matt Holloway
Eric Reed

Organizations and People Engaged and Their Role:

Strategic Planning Ad Hoc Committee – Oversee the strategic planning process, review and approve any survey materials, review and approve segments of the strategic plan as they are written, and present the final plan to the ATAC

ATAC – Review and accept the recommended strategic plan and oversee the evaluation and implementation of the plan for its entire duration



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FAAST Leadership Team – Assist the Strategic Planning Ad Hoc Committee, create strategic plan initial agreement, oversee meeting agendas/minutes and strategic planning timeline, oversee strategic planning budget, create any materials needed for the strategic plan, including draft written segments of the plan and public surveys

FAAST Staff – Assist the Strategic Planning Ad Hoc Committee and complete any strategic planning surveys sent by FAAST

State Agencies, AT Vendors, and Disability Organizations – Distribute and complete any strategic planning surveys sent by FAAST

FAAST Subcontractors and Individuals who receive FAAST Services – Complete any strategic planning surveys sent by FAAST

Outside Facilitator – May be used to facilitate conversation during FAAST strategic planning meetings (in June and August)

Resource Commitments: The FAAST Board of Directors and ATAC have approved a strategic planning budget of \$20,000 for FY 19-20.

Income	\$ 20,000.00
Travel for June (for 20)	\$ 8,898.00
Meeting Space for June	\$ 450.00
Travel for August (for 20)	\$ 8,898.00
Meeting Space for August	\$ 750.00
Strategic Planning Training	\$ 1,000.00
Expenses Total	\$ 19,996.00
Remaining	\$ 4.00

Key Requirements for a Successful Effort:

- Public survey
- ATAC Participation
- Staff Input and Feedback
- Monitoring Goals after Implementation
- Ensuring the Goals are Measurable
- Assign a member from FAAST staff and ATAC to partner in overseeing implementation, monitoring, and evaluating strategic plan



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Strategic Planning Steps:

1. Initiate and agree on a strategic planning process
 - a. Review draft initial agreement of March 2020 Strategic Planning Ad Hoc Committee meeting
 - b. Agree on final version of initial agreement by Wednesday, April 8, 2020
2. Identify organizational mandates
 - a. Either by teleconference or survey, outline FAAST formal and informal mandates in April and May 2020
 - b. Compile list of mandates by Sunday, May 31, 2020
 - c. Recommended to create one or more surveys with mandates, mission, values, and SWOT analysis to send to stakeholders
3. Clarify organizational mission and values
 - a. Either by teleconference or survey, review FAAST mission and values in April and May 2020
 - b. Compile review of mission and values by Sunday, May 31, 2020
4. Assess the external and internal environments to identify strengths, weaknesses, opportunities, and threats
 - a. Either by teleconference or survey, survey stakeholders on FAAST's strengths, weaknesses, opportunities, and threats in April and May 2020
 - b. Compile review of SWOT analysis by Sunday, May 31, 2020
5. Identify the strategic issues facing the organization
 - a. In person Strategic Planning meeting June 2-4, 2020 in Orlando, FL in conjunction with FAAST Board and ATAC meeting (same days)
 - b. Review mandates, mission, values, and SWOT analysis to determine FAAST strategic issues
6. Formulate strategies to manage the issues
 - a. Begin forming goals, objectives, strategies, and indicators for strategic issues in June and July 2020.
 - b. Can be done at in person Strategic Planning meeting or Ad Hoc Committee meetings
7. Review and adopt the strategic plan or plans
 - a. In person Strategic Planning meeting August 10-12, 2020 in Tallahassee, FL in conjunction with FAAST Board and ATAC meeting (same days)
 - b. Review and adopt strategic plan
8. Establish an effective organizational vision



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- a. In person Strategic Planning meeting August 10-12, 2020 in Tallahassee, FL in conjunction with FAAST Board and ATAC meeting (same days)
- b. Discuss and establish organizational vision
9. Develop an effective implementation process
 - a. In person Strategic Planning meeting August 10-12, 2020 in Tallahassee, FL in conjunction with FAAST Board and ATAC meeting (same days)
 - b. Develop implementation and evaluation plan
10. Reassess strategies and the strategic planning process
 - a. Determine appropriate intervals to review strategic plan and by which governing body
 - b. This will be an ongoing effort throughout the life of the plan

Form and Timing of Reports:

Written Reports:

- Strategic Planning Initial Agreement, Wednesday, April 8, 2020
- Organizational Mandates, Review of Mission and Vision, and SWOT Analysis, Sunday, May 31, 2020
- Strategic Issues, Friday, June 19, 2020
- Plan for Managing Strategic Issues, Friday, July 30, 2020
- Final Strategic Plan, Organizational Vision, Implementation Plan, and Evaluation Plan, Friday, August 20, 2020
- Completed Strategic Plan, Thursday, September 30, 2020

Limitation or Boundaries:

- Staff time
- Financial Resources