

# Strategic Planning Activities Timeline

| Activity                            | Purpose  | When       | Who                            |
|-------------------------------------|--|------------|--------------------------------|
| Virtual conference room             | Solicit input and ideas from all/post content for comments                       | Ongoing    | Entire department              |
| Strategy planning workshop part 1   | Articulate mission/vision, summarize best opportunities for further exploration  | Jan. 6     | Executive team of nine members |
| Strategy planning workshop part 2   | Complete strategy briefs for top initiatives                                     | Jan. 9     | Leadership team of 27 members  |
| Subteams working across departments | Develop proposal for each strategy focus area for presentation to senior leaders | Jan. 12-28 | Assigned subteams              |

# Strategic Planning Activities Timeline/2

| Activity   | Purpose   | When           | Who                     |
|--|---|----------------|-------------------------|
| Presentation of strategic initiative proposals to Jim and team | Enable Jim and team to determine how best to reflect various proposals in overall strategy proposal | Jan. 29-Feb. 4 | Subteam members         |
| Create draft strategy planning proposal                        | Integrate content from proposals and assimilate into comprehensive proposal                         | Feb. 5 – 11    | Jim and team (TBD)      |
| Interdepartmental focus groups                                 | Solicit additional ideas for selected strategies  | Feb. 5 – 11    | Cross-functional groups |
| Review proposal with departmental members                      | Fine-tune proposal and prepare for presentation to Executive Team                                   | Feb. 11 – 12   | Jim and team            |

# Strategic Planning Activities Timeline/3

| Activity   | Purpose  | When               | Who                |
|--|--|--------------------|--------------------|
| Revise and finalize proposal                               | Prepare for successful meeting with XXX  | Feb. X             |                    |
| Present to Executive Team                                  | Gain commitment and buy in to strategic approaches   | Feb. X (Date TBD)  | Jim                |
| Prepare final budget and proposed organizational structure | Ensure that organizational resources and structure support department's ability to achieve or exceed goals | Feb.-Mar.          | Jim and team (TBD) |
| Validate/refine strategic plan                             | Adjust strategic plan to reflect current realities   | At least once/qtr. | Entire department  |
| Revisit 1-3-year strategic plan                            | Ensure that strategies are relevant for next 1-3 years   | Once per year      | Entire department  |