STRATEGIC PLANNING PROCESS - Checklist

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| **Phase** | **Actions** | **√** |
| Getting started | Undertake a self-assessment and review *(See CIF Domain 2 Focused vision and goals)*Establish a school strategic planning teamDetermine a consultation strategy for engaging staff, students, school Board, parish, families and wider school community to consider* *Where is the school now?*
* *What are the opportunities and challenges over the next 3 years?*
* *Where does school want to be in 3 or more years?*
* *How are we going to get there?*

Clarify the consultation processes eg focus groups, survey, meetings, collaborative spaces, etc with all stakeholdersSchedule the consultation activitiesSchedule planning meetings with the school planning team |  |
| Gathering input | Conduct focus groups, surveys, meetings, collaborative spaces, etc and collect data *(See CIF p27-29)* to* *Scope out the school vision, purpose, mission and values*
* *Identify the opportunities and challenges*
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| Consolidating feedback | Consolidate the feedback and prepare draft purpose and values statements (if necessary)Conduct planning sessions to review and publish relevant information:* *Revised Vision, Mission and Values statements*
* *Recommendations from school self-assessment and review*

Develop draft (a few) key directions, goals, targets and improvement strategiesIdentify key actions and timelines |  |
| Finalising the Strategic Plan | Prepare and distribute the draft Strategic PlanGather feedback from School Board, staff, students and school communityAmend draft as requiredFinalise Strategic Plan and provide to Board for endorsement |  |
| Endorsing the Plan | Strategic Plan signed by School Board and PrincipalStrategic Plan distributed to school community |  |
| Implementing and monitoring the Plan | Plan the implementation of the key strategic directions and improvement strategiesDevelop and implement the Annual School Improvement PlanEstablish a cycle of ongoing review and monitoring of the Strategic Plan and progress against itDevelop a strategy for keeping the school community including staff, students, school Board and parents informed of progress against the key strategic directions and targets. |  |