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 team  Determine 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 stakeholders  Schedule the consultation activities  Schedule 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* |  |
| 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 strategies  Identify key actions and timelines |  |
| Finalising the Strategic Plan | Prepare and distribute the draft Strategic Plan  Gather feedback from School Board, staff, students and school community  Amend draft as required  Finalise Strategic Plan and provide to Board for endorsement |  |
| Endorsing the Plan | Strategic Plan signed by School Board and Principal  Strategic Plan distributed to school community |  |
| Implementing and monitoring the Plan | Plan the implementation of the key strategic directions and improvement strategies  Develop and implement the Annual School Improvement Plan  Establish a cycle of ongoing review and monitoring of the Strategic Plan and progress against it  Develop a strategy for keeping the school community including staff, students, school Board and parents informed of progress against the key strategic directions and targets. |  |