

TASK	ACTIVITIES	COMPLETION TIMEFRAME	DELIVERABLE(S)
1. PROJECT KICKOFF / INITIATION	<ol style="list-style-type: none"> <li>1. Schedule and facilitate onsite meetings with the President and Senior Leadership Team to review project objectives, expectations, communication protocols, and reporting requirements.</li> <li>2. Assist if needed in developing communication to the campus community and key stakeholders about the strategic planning process.</li> <li>3. Collaborate with the Office of the President in establishing a Strategic Planning Steering Committee or work group.</li> <li>4. Participate in the Annual Administrative Retreat.</li> <li>5. Finalize work plan and schedule for the strategic planning process.</li> </ol>	<ul style="list-style-type: none"> <li>▪ May - June</li> </ul>	<ul style="list-style-type: none"> <li>▪ Onsite meetings with the President and Senior Leadership Team.</li> <li>▪ One-On-One meetings with the Senior Leadership Team. (June 24)</li> <li>▪ Presentation at the 35<sup>th</sup> Annual Administrative Retreat. (June 26)</li> <li>▪ Work plan and schedule.</li> <li>▪ On-going project coordination and project management.</li> </ul>
2. ENVIRONMENTAL SCAN / SWOT ANALYSIS	<ol style="list-style-type: none"> <li>1. Collect and review existing materials, data, reports, plans, and other source documents pertinent to the strategic planning process.</li> <li>2. Identify peer institutions for benchmarking purposes.</li> <li>3. Gather and analyze input from the entire campus community through interviews, meetings, focus groups, and a web-based survey. This process will include: <ul style="list-style-type: none"> <li>– Administrators</li> <li>– Staff</li> <li>– Faculty</li> <li>– Students</li> <li>– Alumni</li> <li>– Key Stakeholders</li> <li>– Collect and analyze data on local, state, and national trends and issues that may impact the University.</li> </ul> </li> <li>4. Prepare and submit Environmental Scan/SWOT Analysis.</li> </ol>	<ul style="list-style-type: none"> <li>▪ August - November</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interviews, meetings, focus groups, and survey. (In-process)</li> <li>▪ Environmental Scan/ SWOT Analysis.</li> <li>▪ On-going project coordination and project management.</li> <li>▪ Participation in the Faculty and Staff Institute.</li> <li>▪ Strategic Planning Steering Committee Meeting(s).</li> </ul>

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3. DEVELOP STRATEGIC PRIORITIES	<ol style="list-style-type: none"> <li>1. Prepare agenda and materials for facilitated strategic planning meetings.</li> <li>2. Conduct facilitated strategic planning meetings with strategic planning committee to address University mission, vision, and values and to reach consensus on strategic priorities.</li> <li>3. Prepare draft mission, vision, values statements for review and comment.</li> <li>4. Work with the Strategic Planning Steering Committee to revise/refine priorities and come away with no more than five major strategic priorities.</li> <li>5. Reach consensus on final strategic priorities. The strategic priorities that are agreed upon will be used to develop strategic plan goals, objectives, and strategies that will be included in the University's strategic plan.</li> </ol>	<ul style="list-style-type: none"> <li>▪ November - January 2020</li> </ul>	<ul style="list-style-type: none"> <li>▪ Strategic Planning Steering Committee Meeting(s).</li> <li>▪ Updated Mission, Vision, and Values statements.</li> <li>▪ Strategic Priorities Summary.</li> <li>▪ On-going project coordination and project management.</li> </ul>
4. STRATEGIC PLAN DEVELOPMENT	<ol style="list-style-type: none"> <li>1. Conduct facilitated strategic planning meetings related to development of a strategic plan.</li> <li>2. Prepare a draft strategic plan document based on the results and outcomes of former activities that include mission, vision, and values statements and goals, objectives, and strategies.</li> <li>3. Conduct work session to discuss draft and determine necessary revisions.</li> <li>4. Revise and submit draft strategic plan for review and comment.</li> <li>5. Finalize strategic plan document and supplementary materials and submit to the President.</li> <li>6. Deliver the final plan and facilitate a presentation for the President and Cabinet.</li> </ol>	<ul style="list-style-type: none"> <li>▪ January - March 2020</li> </ul>	<ul style="list-style-type: none"> <li>▪ Strategic Planning Steering Committee Meeting(s).</li> <li>▪ Draft Strategic Plan.</li> <li>▪ Final Strategic Plan.</li> <li>▪ Presentation of Plan.</li> <li>▪ On-going project coordination and project management.</li> </ul>