

Checklist for Strategic Planning

For:

Date:



No.	Chapter/Element Notes and Expectations	Yes	No
1	Introduction, Purpose, Process, Participation		
2	Vision Statement		
3	Mission Statement		
4	Values Statement		
5	Mandates		
6	SWOT Analysis		
7	Strategic Issues and Challenges		
8	Strategic Goals		
9	Specific Strategic Objectives		
10	Performance Metrics		
11	Resource Needs		
12	Staffing Plans		
13	Financial Plans		
14	Action Plan		
15	Monitoring and Evaluation Plan		
16	Update and Revision Plan		

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