



<b>Team Name</b>	Strategic Planning Team
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Develop and implement our strategic plan</li> <li>• To provide feedback and offer advice in running the business</li> <li>• To provide an efficient and effective communication forum</li> </ul>
<b>Timeframe</b>	
<b>Team Sponsor</b>	Executive/Core Leadership Team
<b>Team Leader</b>	
<b>Team Members</b>	
<b>Team Resources</b>	Darcy Bien, Stretch Strategic Leadership; www. Stretch-sl.com Strategy Consultant
<b>Team Member Duties</b>	<ol style="list-style-type: none"> <li>1. Active participation in planning sessions, monthly and quarterly update meetings (as needed)</li> <li>2. Propose solutions to Core Leadership Team regarding critical operational and internal issues.</li> <li>3. Review the Strategic Scorecard and discuss corrective actions.</li> <li>4. Participate in the setting and implementation of strategic initiatives for strategic priorities.</li> <li>5. Ensure key strategic initiatives are on track.</li> <li>6. Support, communicate and promote our strategies throughout the office.</li> </ol>
<b>Success Measures</b>	<ol style="list-style-type: none"> <li>1. Strategic Scorecard is updated quarterly, and results are tracked.</li> <li>2. Key initiatives are on track, or adjustments are made to ensure success.</li> <li>3. Organizational communication improves.</li> <li>4. Inter-office and department teamwork is increased.</li> </ol>
<b>Boundaries</b>	<ol style="list-style-type: none"> <li>1. The strategic focus areas must be aligned with our purpose, vision, core values, and key goals.</li> <li>2. Projects and initiatives must be in support of the strategic plan.</li> </ol>
<b>Operating Guidelines</b>	<ol style="list-style-type: none"> <li>1. The team will meet monthly (min. 2 hours) and quarterly (min 4 hours).</li> <li>2. Meeting summary, follow-ups will be sent by Note taker (rotate).</li> <li>3. Team members are prepared for the meetings.</li> <li>4. Team members complete individual assignments on time.</li> </ol>
<b>Standing Agenda</b>	<ul style="list-style-type: none"> <li>• External discussion and KPI review (consider 7 Factor Analysis).</li> <li>• Review and discuss Strategic Priorities and action due.</li> <li>• Gap analysis of Strategic Scorecard and outcomes not on target.</li> <li>• Discuss new strategic issues.</li> <li>• Determine resource allocation adjustments.</li> <li>• Review Follow-ups from prior meeting and add new ones.</li> </ul>