

Division of Student Affairs Strategic Planning Guide for Initiative Groups

PHASE I

Initiative Name: _____

Initiative Group Leader (s): _____

Initiative Group Leader (s) Contact Information (email, phone):

Step 1: Intentionality

What specific strategic activity is to be achieved?

What are the intended specific outcomes that will result from accomplishing/implementing this activity?

What are the intended specific outputs that will result from accomplishing/implementing this activity?

Step 2: Gathering Resources

Identify specific key people or groups that need to be involved and their expected roles, contributions, etc.

Has anyone done similar work elsewhere? Who? Where?

Is anyone on campus already involved in developing a similar program? Who?

Identify various approaches to accomplishing the strategic activity, weighing strengths and weaknesses of each. Select an approach. Why is this approach appropriate for accomplishing the strategic activity?

Step 3: Tasks to be Accomplished

What specific milestones need to be accomplished to implement the strategic activity and reach the identified outcomes and outputs?

Can some tasks be delegated to subgroups? If so what subgroups are needed?

Subgroup:
Leader:
Task:
Members:

Subgroup:
Leader:
Task:
Members:

Subgroup:
Leader:
Task:
Members:

(Add additional subgroups as needed.)

How and when will subgroups report to the larger strategic initiative group?

WHEN THIS PHASE IS NEARING COMPLETION, GO TO PHASE 2

Where to go for more information or assistance:

Contact: Rebecca Sanderson, Director
Student Affairs Research, Evaluation, and Planning
103 Poling Hall
Rebecca.sanderson@oregonstate.edu
541-737-8738

See **Glossary of Terms**: below

See **“Benny’s Strategic Planning Story”**: also below

(Many thanks to Maureen Cochran and Mum Mattison for their assistance with content and editing)