

Worksheet for Reviewing Your Strategic Plan

Your strategic plan includes five-year program goals, strategies to achieve those goals, and a strategic plan implementation timeline. This worksheet can be used to review your strategic plan implementation timeline, identify your program’s progress in implementing strategies each year, and reflect on implications for your next annual workplan. You can use the worksheet for workplan development or as a guide for reviewing planning documents with program staff and stakeholders.

Directions for Table One—Strategic Plan Outline

1. List the five-year goals and program strategies that your program planned to address each year during the cooperative agreement, based on what you wrote in your strategic plan. (See Example Goals and Strategies on page three.)
2. In the table below, write in the number of the strategy your program planned to implement each year (YR) of the cooperative agreement to address your five-year goals. You indicated these years in your strategic plan implementation timeline. If your program has more than five goals, copy the table and insert the additional columns, as needed.
3. Each year, as you prepare to develop your annual workplan, review the table and determine whether you fully implemented the program strategies as planned (i.e., achieved a workplan objective related to that strategy).
4. Insert an X by each strategy that your program did not fully implement as planned that year.

Table One

Strategic Plan Outline																			
Year	Five-Year Program Goals																		
	Goal 1			Goal 2			Goal 3			Goal 4			Goal 5						
	Strategy Number			Strategy Number			Strategy Number			Strategy Number			Strategy Number						
Example	1	2X			1	3	4X												
Year 1																			
Year 2																			
Year 3																			
Year 4																			
Year 5																			