



IMPLEMENTATION PLANNING

Your strategic planning process shouldn't end with the final draft.

Support broader implementation by:

- ✓ Developing (and sharing) measurable and specific objectives for achieving the plan's goals;
- ✓ Encouraging departments, divisions, and managers to develop their own goals and objectives to support the larger plan;
- ✓ Incorporating plan goals into budget requests, project approvals, and employee performance and development processes;
- ✓ Regularly documenting and broadly sharing progress toward achieving implementation objectives.



OUR IMPACTFUL STRATEGIC PLANNING PROCESS



1

Plan to Plan

Identify stakeholders, planning context, and timeline. Build your planning team. Gather resources and example plans.



2

Engage and Gather

Develop your communications strategy. Gather existing data. Engage your primary stakeholders.



3

Analyze and Draft

Analyze data and information gathered from stakeholders, then group and consolidate into several broad categories. Draft an initial plan by turning the consolidated categories into broad, long-term goals.



4

Feedback and Presentation

Share initial draft plan for feedback. Incorporate feedback to finalize and share the final draft of the plan.



5

Implementation

Develop and share measurable and specific objectives for achieving the plan's goals.



6

Assessment

Periodically review the plan and share progress towards goals and objectives.

Strategic Planning Template

1

Set several broad, long-term goals. These goals should reflect your organization's priorities over the planning timelines.

2

For each broad, long-term goal, develop implementation objectives that show what needs to be done to achieve that goal. Implementation objectives can be created when the plan is drafted or developed periodically. They can also be revised or updated as circumstances or needs change.

3

Create department, division, or team plans that align with your organizational plan. You can add department-level objectives for each strategic goal or objective or develop departmental plans with their own goals and objectives that tie back to the organizational plan.

4

Tracking and share progress towards your goals and objectives.

Example

1

Broad, long term goal

Status

4

Implementation objective 1

Status

2

Implementation objective 2

Status

Implementation objective 3

Status

3

*Departmental Objectives or links to
Departmental Plans*

Status

Strategic Plan for

Strategic Plan for

Clear Objectives Worksheet

ACTION



What type of action do you want to take? Express the action using action verbs, such as increase, improve, develop, and create.

Ex. Deliver

What's the target or outcome of your action? What do you hope to increase, improve, develop or create? Add a target or outcome.



TARGET

Ex. a leadership training program



METRIC

How will you measure success? Add a measurable metric.

Ex. to 50% of supervisory staff

What's the deadline for completing this objective? Add a concrete due date.



DEADLINE

Ex. by June 30, 2024



Combine your Action, Target, Metric, and Deadline into a single phrase. You now have a clear objective!

Ex. Deliver a leadership training program to 50% of supervisory staff by June 30, 2024.



PLANNING SUPPORT

Our Planning Solutions are designed for mission-driven environments. Our **streamlined strategic planning** approach and support for **implementation planning** can help you can spend less time planning and more time taking action!

Schedule a free, no-obligation consultation to talk about your planning needs:

LET'S TALK PLANNING

Need help now? Schedule a 1-hour Planning Consulting Session:

CONSULTING SESSION

yazdaniconsulting.com