

**Strategic Planning Worksheet**

**PROBLEM AND PROPOSED SOLUTION**

1. **Problem Identification**
* What is the issue you are trying to solve?
* Why is this a priority?
1. **Proposed Solution**
* What are your must haves?
* What are your wants?
* What are your “need to avoids”?

Develop your clear action statement.

1. **Building Your Network**

Who needs to be on the Internal Planning Team?

|  |  |  |
| --- | --- | --- |
| Name | Role | Email Address |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add more rows as needed.*

Who/what are the External Partnerships that are needed to achieve desired outcome?

|  |  |  |
| --- | --- | --- |
| Name | Role/Organization | Email Address |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add more rows as needed.*

What strategies will be used to engage identified partners?

How will your team determine what information needs to be shared?

1. **Communication Plan**
* How will your team determine what information needs to be shared?
* How will the information be shared?

**5. Political Environment**

* Who has a decision-making role regarding the change?
* What are the current dynamics in the state including competing priorities and budgetary issues?
* Will you need legislation to implement the desired change?
1. **Data:** What is the data that you think you will need to accomplish your desired outcome?

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Purpose** | **Location** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add more rows as needed.*