Overview of the TLA Strategic Planning Process

The Strategic Planning Process includes two phases. Each phase has multiple steps that lead to the work to be completed in the next step.

Phase I: Building the Foundation

Phase I represents an important part in preparing to develop the strategic plan. In this phase, the strategic planning consultants and district leaders meet to identify the process and timeline for the strategic planning work that is tailored to the needs of the district. The following steps may occur:

Step One: Initial meeting between TLA consultants and district leaders to shape the strategic planning process. A Leadership Checklist outlining the two-phase process will be provided and discussed at the initial meeting.

Step Two: District prepares for strategic planning through
- informing the community of the process to be employed
- identifying and collecting internal and external ex-post facto data to be used in developing the strategic plan

Step Three: Organization feedback / input is collected through surveys and forums with key internal (Board, staff, and leaders) and external stakeholders (if appropriate)

Phase II: Developing the Strategic Plan

Phase II, facilitated with a **Strategic Planning Committee**, represents the foundational work in clarifying mission and core values, establishing the vision moving forward, and establishing the theory of action, strategic objectives, strategic initiatives, and outcomes. This process is typically facilitated with internal stakeholders, including staff, school committee, students, parents, community / municipal, building leaders, district leadership, etc.

Strategic Planning Committee Meeting #1
Introductions, norms, overview of the strategic planning process, review of the current plan, review of mission, core values, and input regarding district vision received from Steering Committee work. After this meeting, in teams, the Strategic Planning Committee will meet with sub-committees to do the analysis of data. TLA consultants can be available to facilitate this process.

Strategic Planning Committee Meeting #2 (Data Analysis Meeting)
A thorough analysis of all collected data is conducted to identify areas that may be highlighted to be potential areas of focus in the upcoming plan. This process is facilitated by TLA consultants using a developed data mining tool.

Strategic Planning Committee Meeting #3
Revisit the mission statement, develop core values / beliefs, analysis of data process-developing common themes (strategic objectives), based on the analysis of data completed between Meeting #1 and Meeting #2.

Strategic Planning Committee Meeting #4
Review final mission statement and core values / beliefs, identify the pillars and develop Strategic Objectives, begin work on the strategic initiatives

Strategic Planning Committee Meeting #5
Continue the work of developing strategic objectives and strategic initiatives, develop outcomes for each initiative, develop the district vision.

Strategic Planning Committee Meeting #6
Final review of strategic objectives, strategic initiatives, and outcomes, review final mission statement, develop theory of action, discuss school committee presentation. The Strategic Planning Committee will discuss how the district strategic objectives, initiatives and outcomes relate to organizational goals, district-level practices, and Improvement Plans. The team will also have the opportunity to review the working draft of the plan for feedback and final development.

