

## TEMPLATE FOR CJAB STRATEGIC PLANNING

### I. Planning to Plan

#### A. Before we get started:

1. Who will sponsor the process?
2. Who will manage the process?
3. Who will serve on the Planning Committee?
4. Who will be involved in the process?
5. Who will facilitate the process? Do we need outside assistance?
6. How will the final plan be communicated?
7. Who will follow up on implementation?
8. How will progress be monitored and reported?

**B. Establishing the Planning Group:**

1. Who will serve on our Planning Committee?
2. What are the expectations for the Planning Committee?
3. To whom will the Committee be accountable?

**C. Planning the Process**

1. What process will we use?
2. Who should be involved in each step?
3. What is our time horizon? (2 years? 3 years?)
4. What information and data will we gather?  
*(Examples: Environmental Scan, Situation Audit, Employee Survey, Interviews, Best Practice Review, Focus Groups, Expert Presentations, Performance Assessments)*
5. Who is accountable for gathering and presenting it?



3. What are the strengths of our system?

4. What are the weaknesses of our system?

### **C. Performance Audit**

1) At what do we excel?

2) What have been our major accomplishments?

3) Where are we falling short of our goals?

4) What are continuing performance frustrations for us?

5) What could we be doing more effectively or efficiently?

### **D. Additional Issues and Challenges**

### III. Laying the Foundation

#### A. What is the role of the CJAB in our county?

#### B. What is our Mission?

- 1) Why does our CJAB exist?
  
- 2) What would go “undone” if we did not exist?
  
- 3) What key function does our CJAB perform?
  
- 4) What value does our CJAB add?
  
- 5) How can we best describe what we do to both external and internal constituencies?
  
- 6) What is inspiring or noble about what we do?

## **VI. Generating and Evaluating Strategy**

### **A. Analyzing our Environmental Scan**

1. What must we do to be responsive to the trends and dynamics the system is likely to face in the next 3-5 years?
2. What are the trends that have implications for more than one agency?
3. How can we best address these cross-cutting issues?

### **B. Analyzing our Situation Audit**

1. What should we do to minimize or neutralize the threats in the external environment?
2. Which opportunities show the greatest promise? How should we pursue them?

3. How should we capitalize and leverage our strengths?

4. What should we do to strengthen our weaknesses?

**C. Analyzing our Performance Assessment**

1. How should we leverage our accomplishments?

2. What should we do about our shortfalls and frustrations?

**D. Additional Issues and Challenges**

1. What additional systemic issues should we be focusing on?

## V. Setting Goals and Priorities

1. What are the most important system issues to be addressed?

*By what process will we determine our priorities?*

2. Are there “quick wins” or “low-hanging fruit?”

3. Do we have, or can we get, the resources to work on these priorities?

## VI. Objectives-Setting and Action Planning (See Appendix A – page 10)

1. What format will we use?

2. How will we assist the sub-committees and others who are accountable with the development of their objectives, action plans, etc.?

## **VII. Finalizing and Communicating the Plan**

1. Who will coordinate the work of the sub-committees?
2. By what date are the sub-committees to submit their draft plans?
3. Who will integrate the goals into one document and review for duplication, overlap, etc.?
4. Who will finalize the plan document?
5. At what CJAB meeting will the plan for formally presented and adopted?

## **VIII. Implementing the Plan**

1. To whom should the plan be communicated? How?
2. How will we monitor and report progress? How frequently?
3. When will we revisit the plan to revise and update?

**GOAL:**

Objectives	Action Steps	Target Dates	Accountability	Progress