

Area Agency on Aging Pinellas-Pasco: Strategic Planning Planning Calendar

MAY

- **Steering Committee Meeting #1** to establish process, timelines and desired outcomes 5/15/2018 @ 1:30pm
- **Board Meeting** review/approval of Planning Committee recommendations re Committee Description and Planning Calendar. 5/21/2018 @ 9:30am
- **Environmental & Competitive Scan -**
 - Staff consolidates research demographic trends/gaps in services/ needs analysis
 - Consultant reviews past plans, governance documents and agency program accomplishments -

JUNE

- **Environmental & Competitive Scan -**
 - ED facilitates Staff consensus building – Consultant provides input and materials
 - Consultant drafts Board/Volunteer Leadership Survey with input from ED
- **Steering Committee Meeting #2** – review needs/gap analysis, retreat materials & agendas 6/5/2018 @ 11am.
- **Planning Retreat Facilitation #1** – Mission accomplishment review. Develop vision statement. Needs analysis presentation and consensus on direction for meeting priority needs. Initial Goals drafted. ID additional info needed for session #2 especially resources needed 6/19 @10am-2pm

JULY

- **Planning Retreat Facilitation #2** – Consensus on priority goals, timeframes - resources and action needed for each. Discuss strategies for each goal. Brief intro to philanthropic revenue development. ID additional info needed for session #3 7/12@10am-2pm
- **Steering Committee Meeting #3** –Review of results to date, finalize next steps and process for implementation planning, monitoring and revising. *IF NEEDED OTHERWISE THIS THIS COULD BE HELD IN AUGUST AFTER FACILITATION #3.* 7/24 @ 11am

AUGUST

- **Planning Retreat Facilitation #3** – Finalize goals, strategies, and activities needed for each strategy with target deadlines. Establish plan for monitoring, reviewing and revising. Development best practices overview. Consensus on Fundraising “Case for Support” and Board activities to support philanthropic revenue development. 8/23 @10am-1pm
- **Final written plan submitted for Board approval**

SEPTEMBER

- **Board Review/Adoption of Strategic Plan**, consensus on schedule/process for reporting, review and revision of plan 9/17/2018 @ 9:30am
- **Board Chairs & Staff Leadership start meeting** to develop detailed implementation “work plans” - for each objective/goal based on planning outcomes.

ONGOING

Committee and Board Monitors, Evaluates and Revises

- **Monitoring progress towards goal achievement.** Reporting on plan progress and revisions as needed