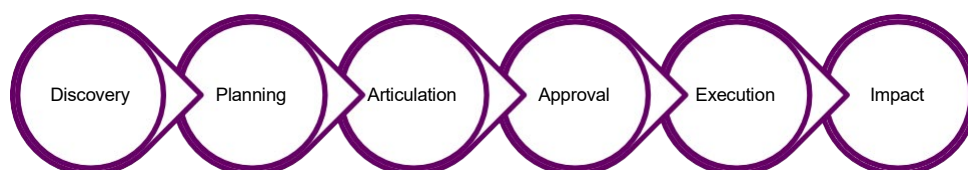


# 2026-2029 STRATEGIC PLANNING PROCESS AND TIMELINE

## Project Process



The proposed strategic planning approach includes pre-planning assessment, mission and vision confirmation, priorities identification, goals and objectives setting, action strategies documentation, designated responsibility and resources, and articulated success measures. Strategic planning will be launched with our designated group of agency representatives and stakeholders. Following launch, a pre-planning assessment will be conducted inclusive of internal and external stakeholder and key informant input, an environmental scan, and SWOT analysis. Assessment data will be analyzed, synthesized and presented to inform the strategic plan. Strategic planning sessions will be facilitated to generate consensus and build an executable strategic plan.

Throughout the strategic planning process, engaging, inclusive, and unifying approaches will be employed. During the process, regular communication will be maintained so agency representatives are consistently informed, updated, and given an opportunity to provide ongoing feedback. Moreover, generating enthusiasm among all stakeholder groups will be an integral part of the facilitation. These dynamic practices yield ownership of the process and the plan. Accordingly, the final strategic plan is known, understood, and supported prior to its release and implementation.

The importance of being visionary, innovative, and relevant will be incorporated within the strategic planning process. A valuable strategic plan not only supports operations but advances the organization toward excellence. As such, the plan will be prepared in partnership, briefed as a preliminary document, strengthened as needed, and presented in its final version for approval by the Area Agency on Aging of Pasco-Pinellas Board of Directors.

## Strategic Plan Outline

The following timeline and scope of work to complete the Area Agency on Aging of Pasco-Pinellas' three year strategic plan. For this strategic planning project and process, in-person meetings as well as remote sessions via Zoom, will be used.

TIMELINE	SCOPE OF WORK	MILESTONES
<p>March 2026 - April 2026</p>	<p>...Outline, format, and timeline for project scope, work, and deliverables confirmed            ...Agency strategic planning representatives and participants designated            ...Strategic planning process launched including with designated agency participants            ...Pre-planning assessment data collected and analyzed                - Key documents and information (<i>internal and external</i>) gathered and reviewed as applicable                - Key stakeholders' and informants' feedback obtained (<i>interviews and surveying as mutually agreed upon</i>)            ...Environmental scan and comparative analysis completed            ...SWOT analysis performed in person and by survey            ...</p>	<p>...Project work plan            ...Strategic planning participants confirmed            ...Strategic planning meeting schedule determined inclusive of in-person facilitated session(s)            ...Pre-planning assessment activities conducted            ...Associated strategic planning meetings including launch session</p>
<p>May 2026 - June 2026</p>	<p>...All pre-planning assessment data analyzed and synthesized            ...Assessment results, findings, and implications compiled, summarized, and briefed            ...Strategic plan priorities determined            ...Strategic plan content developed                - Mission, vision, and values confirmed                - Goals and objectives articulated            ...Facilitated strategic planning meeting conducted in person with Board, Advisory Council and key leadership team members</p>	<p>...Pre-planning assessment completion and presentation            ...Strategic plan content Generated            ...Associated strategic planning meetings</p>
<p>July 2026 - August 2026</p>	<p>...Action planning facilitated and strategic plan content developed                - Strategies, success measures, timeframes, responsibilities, and required resources documented            ...Strategic plan compiled and briefed            ...Strategic plan revised as determined            ...Strategic plan finalized, presented, and approved            ...Implementation resources and evaluation methods identified            ...Implementation guidance (<i>communication, tactics, tools, and technical assistance</i>) provided            ...In person presentation to AAAPP Board of Directors for approval</p>	<p>...Action planning completed            ...Preliminary strategic plan reviewed            ...Final strategic plan submission and approval            ...Implementation technical assistance, tools, and identified resources            ...Associated strategic planning meetings</p>

PROJECT MONTHS	DELIVERABLES
Month 1	Project work plan, Strategic planning meeting schedule, Strategic planning launch, Pre-planning assessment initiated, Associated project meeting(s)
Month 2	Multiple pre-planning assessment activities completed, Associated project meeting(s)
Month 3	Pre-planning assessment compiled, synthesized, and presented; Strategic plan priorities determined, Strategic plan content generated ( <i>mission, vision, values, goals, and objectives</i> ); Associated project meeting(s)
Month 4	Strategic plan content generated ( <i>strategies, success measures, timeframes, responsibilities, and required resources</i> ); Associated project meeting(s)
Month 5	Preliminary strategic plan document drafted, Preliminary strategic plan briefed and updated as required, Associated project meeting(s)
Month 6	Strategic plan finalized, presented, and approved; Implementation, evaluation, and accountability technical assistance and tools provided; Associated project meeting(s)