

Strategic Goal Creation Checklist

Before moving on to implementation, check that you have covered the essentials of the creation phase.

Subject	Yes!	Not yet
Is there awareness of strategic planning in your LG/NG?		
Is the whole board engaged in the process?		
Have you made a timeline for the creation phase?		
Have you involved your local groups and different stakeholders in the process?		
Have you gathered information?		
Have you identified key strategic issues for your LG/NG?		
Have you made a stakeholder analysis?		
Have you made a SWOT analysis?		
Have you formulated S.M.A.R.T strategic goals?		

You can find this checklist on page 11 of the [Strategic Planning Handbook](#).

Strategic Goal Implementation Checklist

Subject	Yes!	Not yet
Has each goal been assigned to a responsible board member?		
Have you broken broad goals into concrete, local-level actions?		
Is your OYOP linked to the strategic goals?		
Have you agreed how often you will follow up on progress?		
Have you agreed how progress will be tracked and recorded?		
Does everyone on the board understand their responsibilities?		
Is there an implementation handbook (or OYOP) capturing the detail?		

You can find this checklist on page 13 of the [Strategic Planning Handbook](#).

Evaluation Checklist

Subject	Yes!	Not yet
Have you compared your starting point with where you are now?		
Have you tracked progress using status, annual, and/or final reports?		
Have you gathered feedback from your network and local groups?		
Have you assessed the real impact of your activities, not just the activity itself?		
Have you reflected on what worked, what did not, and why, in writing?		
Have you communicated your findings to the network?		
Have you written clear recommendations for your successors?		

You can find this checklist on pages 16 and 17 of the [Strategic Planning Handbook](#).

Transition Checklist

Subject	Check	To be done	A pro already
What is “Strategic Planning”			
The purpose of Strategic Planning			
Your group’s Strategic Plan			
How you have worked with the goals during the term			
Writing the annual/final Strategic Goals Final Report			
Your recommendations for the incoming board			

You can find this checklist on page 18 of the [Strategic Planning Handbook](#).