

Strategic Planning Checklist

The strategic planning checklist is designed to assist you in completing the strategic planning process. The purpose of the checklist is to serve as both a self-monitoring tool and a tool to be shared with your VECF program officer to assess your progress. While you are completing tasks, add notes about your activities, progress, and barriers encountered in the far right column. When tasks are completed, check the box in the far left column by double-clicking on the box and selecting “checked” for the default value. By completing this checklist electronically, you will be able to continually work on completing the items and noting progress, as well as share your progress easily with VECF by sending this form via email.

Strategic Planning Preparation

Check Completed	Task	Status <i>(note activities conducted toward task completion, barriers encountered, etc.)</i>
<input type="checkbox"/>	Developed a plan for completing the strategic plan	
<input type="checkbox"/>	Discussed plan for completing the strategic plan with your program officer	
<input type="checkbox"/>	Discussed plan for completing the strategic plan with your leadership council	
<input type="checkbox"/>	Completed a draft of the community assessment	
<input type="checkbox"/>	Prepared a summary of draft of community assessment	
<input type="checkbox"/>	If using a consultant, had detailed discussions about the support they will provide and how it will enable us to meet the strategic planning requirements and expectations	
<input type="checkbox"/>	Met with partners who are helping to conduct the strategic planning process to discuss roles, assignments, and timelines	

Strategic Planning Process

The following tasks are related to the strategic planning process.

Check Completed	Task	Status <i>(note activities conducted toward task completion, barriers encountered, etc.)</i>
Inclusiveness of the Strategic Planning Process		
Check the boxes below to indicate representatives from key sectors who have been included in the planning process.		
<input type="checkbox"/>	Representatives from the early care sector are involved in the strategic planning process.	
<input type="checkbox"/>	Representatives from the early education sector are involved in the strategic planning process.	
<input type="checkbox"/>	Representatives from the health care sector are involved in the strategic planning process.	
<input type="checkbox"/>	Representatives who address issues related to young children's behavioral problems or mental health and social emotional development are involved in the strategic planning process.	
<input type="checkbox"/>	Representatives from the family support sector are involved in the strategic planning process.	
<input type="checkbox"/>	Representatives from both the public and private sectors are involved in the strategic planning.	
<input type="checkbox"/>	Parents are involved in the strategic planning process.	
Tasks		
<input type="checkbox"/>	Possible goals have been identified.	
<input type="checkbox"/>	Goals have been prioritized,	



Check Completed	Task	Status <i>(note activities conducted toward task completion, barriers encountered, etc.)</i>
<input type="checkbox"/>	Goals have been reviewed to confirm that they include a focus on transforming early childhood systems.	
<input type="checkbox"/>	Outcomes for the goals have been developed.	
<input type="checkbox"/>	Strategies have been developed.	
<input type="checkbox"/>	Strategies have been reviewed to confirm that they include a focus on increasing the use of evidence and research to strengthen early childhood systems and services.	
<input type="checkbox"/>	Outcomes for the strategies have been developed.	
<input type="checkbox"/>	Action steps have been created.	
<input type="checkbox"/>	Needed resources have been identified.	
<input type="checkbox"/>	Timelines for activities have been established.	
<input type="checkbox"/>	The leadership council has approved the action plan.	

Strategic Plan Report and Dissemination

The strategic planning process culminates in the completion of a report that will guide the work of your coalition for years to come. Once it is complete, it is important to share it with the community so you can broaden awareness of what you are trying to accomplish and build support for your work.

Check Completed	Task	Status <i>(note activities conducted toward task completion, barriers encountered, etc.)</i>
<input type="checkbox"/>	Completed the draft strategic plan report	
<input type="checkbox"/>	Reviewed the draft strategic plan report	
<input type="checkbox"/>	Developed a written summary of the strategic plan	
<input type="checkbox"/>	Developed a presentation describing the strategic plan	
<input type="checkbox"/>	Developed a preliminary public engagement plan that includes a description of how the strategic plan will be shared	