Strategic Plan Guidelines

- **Program Description:** Provide an overview of the program
  - What are the objectives of the program?
  - What is the scope?
  - What are the expected outcomes?

- **Program Structure:** Provide a description of the individuals involved in the program and their role.
  - Leadership Review Council
  - Educators
  - Program administrators
  - Field managers
  - Union leaders
  - Budgeting analysts for funding

- **Future State:** Describe what you would like the program to be in the future
  - What are the new expectations for the program?
  - What are the short term goals – quick hits – that will help move the program toward meeting those expectations?
  - What are the longer term goals required to sustain the program?
  - What actions are needed to put the program back on track to meeting the goals including detailed steps, timeframes and person(s) responsible

- **Measurement:**
  - Identify the performance measures that will be used to monitor program progress
  - Identify how the data will be collected
  - Identify who will be responsible for collecting the data and reporting on progress.

- **Follow-up:**
  - Put in place a structure for regularly scheduled follow up meetings for the Leadership Council to review progress against goals
  - Hear feedback on student and employer satisfaction
  - Reallocate resources as appropriate
  - Celebrate successes