

Implementation Checklist

Please indicate which components you have in place, and/or when you expect to complete them.

Done	Deadline	Component
		Preparation for planning by documenting: who is to be included, governance arrangements, Terms of Reference
		Resource planning including: when you will do the work, data gathered to support the effort, resources available to the team
		Vision statement (where you want to be in the future, what direction you are headed, often aspirational)
		Gap Analysis based on Environmental Scan (difference from where you are today to where you want to be, either when vision is achieved or incrementally)
		Organisational values (traits or qualities that are considered worthwhile and represent the foundation on which the strategy is formed)
		Environment scan: SWOT (Strengths, Weaknesses, Opportunities, Threats)
		Strategic Focus (choose a focus for your work, for example focus on a particular Essential Component or Enabler)
		Strategic Goals / Themes (future focussed, help you to achieve your vision and mission)
		Documenting the Plan (Strategy Map – one page visual often showing cause-and-effect relationships; Strategic Plan – normally more narrative, not showing relationships among the goals)
		Communicating the Plan
		Contingency Planning (What you'll do if your plan doesn't work or situations change)
		Initiative / Action Planning (what discrete actions you will take to help you advance toward your strategic goals)
		Metrics and Targets (how you will measure your progress, your success – both incrementally and initiative-based, according to desired levels of progress)
		Communicating Progress