

STRATEGIC PLANNING NEEDS - IDENTIFICATION TOOL



We do our best to provide you with the services and outcomes you seek, so we have developed these questions to assist you in communicating your needs to us.

Please feel welcome to email us if you want us to call you.

Email your completed form to collaborate@thevillageleaders.com.au

Alternatively, you can complete our online form.

ABOUT YOU AND YOUR ORGANISATION		
Your Name and Position	Your Email	Your Phone Number/s
Your Organisations Name	Your Organisations Location/Address	
OUR QUESTION	YOUR RESPONSE OR QUESTIONS	
PLEASE TELL US YOUR GOALS IN CREATING THIS STRATEGIC PLAN. <i>E.g. Clarity of direction, funding/audit requirements, committee and team cohesion, change of circumstances, etc.</i>		
IS IT A REVIEW OF A CURRENT PLAN? <i>Example one x 3 to 4-hour session</i>		
IS IT THE CREATION OF A NEW STRATEGIC PLAN? <i>Example one x 5 to 6-hour session or split over multiple sessions</i>		
WILL THE STRATEGIC PLANNING EVENT BE IN ONE OR TWO SESSIONS? <i>Example Staff event, Committee event, Committee and Staff event</i>		
DO YOU WANT TO INCLUDE A QUICK REVIEW OF YOUR PURPOSE, VISION, MISSION OR VALUES? <i>Allow about 30 minutes in a planning event.</i>		
DO YOU WANT TO REVIEW AND UPDATE YOUR PURPOSE, VISION, MISSION AND VALUES? <i>Allow 1 to 2 hours or more in a planning event.</i>		
WHO WILL BE INVOLVED IN THE PLANNING EVENT? <i>Committee, staff? Volunteers? Other Stakeholders?</i>		
DO YOU WANT ANY TEAM-BUILDING ACTIVITIES INCLUDED?		
DO YOU WANT US TO PRODUCE THE ACTION PLAN AFTER THE EVENT?		
DO YOU WANT US TO INCLUDE A SWOT ACTIVITY IN THE EVENT AND THE REPORT?		
DO YOU WANT US TO INCLUDE ORGANISATION OVERVIEW - BACKGROUND, SERVICES, VISION, MISSION, AND VALUES IN THE REPORT?		
DO YOU WANT US TO TRAVEL TO YOUR LOCATION? HOW MANY KM'S/HOURS FROM MACKAY?		

STRATEGIC PLANNING NEEDS - IDENTIFICATION TOOL



WHAT PERIOD DO YOU WANT THE PLAN TO COVER? 1, 2 or 3 years?	
DO YOU WANT PRE-PLANNING DAY ONLINE SURVEYS?	
ARE THERE ANY PARTICULAR OUTCOMES YOU REQUIRE FROM THIS STRATEGIC PLANNING?	
IS THERE ANYTHING YOU WOULD LIKE TO HAPPEN THROUGH THE STRATEGIC PLANNING PROCESS?	
ARE THERE ANY PARTICULAR ISSUES/CONFLICTS THAT WILL IMPEDE THE PROCESS?	
WHEN DO YOU WANT THE PLANNING EVENT TO OCCUR?	
APPROXIMATELY HOW MANY PEOPLE WILL BE INVOLVED IN YOUR STRATEGIC PLANNING?	
SHOULD WE CONSIDER ANY OTHER MATTERS IN PREPARING OUR PROPOSAL TO YOU?	