

**COMMUNITY STRATEGIC PLANNING CHECK LIST FOR:**

**DATE:** / /

<p>1. When should the planning process be completed? Date?</p>	
<p>2. Who should be responsible for planning?                  (a) Elected leaders?                  (b) Staff?                  (c) Others?</p>	
<p>3. Which individuals and/or categories of individuals should be on the steering committee?</p>	
<p>4. When and where should the initial steering committee retreat be held? Date? Time(s)? Place?</p>	
<p>5. Which of the following components of your internal environment should be reviewed by the steering committee?                  (a) Heritage/History?                  (b) Mission?                  (c) Community Structure?                  (d) Informal Culture of the Community?                  (e) Leadership?                  (f) Staff (roles/responsibilities)?                  (g) Business (services, products)?                  (h) Other:</p>	
<p>6. Which of the following components of your external environment should be reviewed by the steering committee?                  (a) Related Systems (government, schools, agencies, etc.)?                  (b) Rules, Laws, Regulations?                  (c) Demographic Changes (recent past, projected)?                  (d) Future Trends (economy, technology, society, culture)?                  (e) Other:</p>	
<p>7. What additional information should be reviewed by the steering committee that would be helpful in planning?                  (a) Studies, Reports?                  (b) Descriptions of Similar Communities?                  (c) People With Useful Perspectives?                  (d) Other:</p>	
<p>8. Who, if anyone, should be interviewed previous to the "retreat"?                  (a) Staff?                  (b) Council or Commission?                  (c) Steering Committee?                  (d) Others:</p>	
<p>9. If interviews are conducted, which of the following questions should be asked: [NOTE: they will be asked about your community, so substitute its name for the word "community."]                  (a) What is the mission of the community? Do not give me the formal mission statement. Rather, say in plain language why the community exists.                  (b) What is the business of the community? What are the services, activities that it needs to perform in order to accomplish its mission?                  (c) What are the strengths of the community?                  (d) What are the weaknesses of the community? How is it vulnerable?                  (e) What are a few trends -they could be at the local, state, regional, national or international levels, in the economic, social, cultural or technological realms -that are likely to have consequences for the future planning of the community?                  (f) What opportunities -- 4hat have just become available or are likely to become available in the near future -- can the community capitalize upon in order to accomplish its mission?                  (g) What potential threats does the community have to anticipate and to counter?                  (h) What are the greatest needs of the community?</p>	
<p>10. What should be the nature of the final product?                  (a) Complete this sentence: When I like a report or a plan It is because It is (or is not)...?                  (b) Complete this sentence: When I dislike a report or a plan it is because it is (or is not)...?</p>	