

STRATEGIC PLANNING (SP) MASTER CALENDAR & WORKPLAN

#	Major Step	Est. Time to Finish	√Done By	IPEC/Sub-Group/Expanded Group	President/Steering Committee	E-Council	Councils/Dept/Committees/College	SWOT/Teams
1	Approve the SP process in concept; approve timeline & steps.	By 6/11/07 By 6/26/07	√ on time	Develops process	President approves process	Endorses process		
2	Select the SP Steering Committee	By 7/11/07	√ on time	Works with President to identify possible members	President determines & invites			
3	Analyze institutional mandates	By 8/31/07	√ By 9/15	*Sub-Group collects & evaluates mandates	Committee reviews			
4	Do external stakeholder analysis, solicit responses to key questions.	By 8/24/07	√ By 10/1	*Completes interviews; sub-group organizes information	*Generates & prioritizes external stakeholder list; does stakeholder analysis. (*use Stakeholder Analysis Exercise)			
5	Do student internal stakeholder surveys	By 10/5/07	√ On time	Work with Student Services to develop focus group process.	Steering Committee review results.			
6	a)Do “visioning” session at Fall In-Service b) Distribute/compile staff questionnaire (internal stakeholder)	a) By 9/18/07 b) By 10/10/07	√ 9/18 √ By 9/24	a) Sub-Group organizes process, recruits facilitators, prepares materials, synthesizes results; IPEC members help facilitate b) IPEC reviews draft questionnaire.	a) President discusses the visioning exercise at in-service. Staff questionnaire distributed under direction of President. b) Steering Comm. members review results.		*Fall In-Service with all staff (Use the Visioning Exercise at Fall In-Service) Questionnaire cut-off 10/3/07	
7	Conduct Environmental Scans Process: a) Identify and select priority trends; prepare written analysis on each b) Coordinate SWOT (strengths-weaknesses-opportunities-threats) workshop	a)By 10/15/07 b)By 11/30/07	√ By 9/15 √ By 11/10	a) Expanded sub-group develops draft list of trends. Expanded sub-group prepares written analysis on priority trends. b) IPEC drafts list of councils/dept/committees for SWOT & Teams; Sub-group coordinates SWOT; expanded sub-group synthesizes SWOT info	a) Further develops trend list and prioritizes major trends for further analysis. b) Reviews trend information, participate in SWOT, review SWOT synthesis.	Help select Councils/Dept/Committees who will nominate SWOT+ & team members	Nominate members to Strategic Planning Teams to do the SWOT process	*Review trend analysis; participate in SWOT process (*Use SWOT Exercise)

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8	Develop Mission, Vision, Values, Strategic Issues (approx. 6-8) major challenges to solve in 2008-2012	By 1/31/08	√ 1/24 retreat	Coordinates process & does staff work. Compiles input on synthesis.	Participate on teams to develop goals. Review synthesis prior to distributing to all staff.	If time permits, reviews the synthesis prior to forwarding to all-staff.	Synthesis is provided to all-staff for input.	-4 teams are formed to review/develop mission, vision, values, & strategic issues. -Editorial team prepares a synthesis.
9	Select best Goals & Objectives to meet the strategic issues	By 3/15/08		IPEC Sub-Group does staff work	-Participate on or with teams. -Review and refer to Executive Council	Reviews and recommends to Board of Education		4 teams develop institutional goals & objectives; editorial team prepares final synthesis
10	Conduct strategic plan review process with college community	By 4/25/08		IPEC does staff work	President oversees roll-out and approval		Draft plan is provided to all staff for comment (process to be determined)	
11	Approve plan – forward to RCC Board of Education	By 5/13/08		IPEC sub-group does staff work				
12	Develop implementation objectives and action plans	By 5/31/08		IPEC coordinates			Campuses, Divisions, Departments participate	
13	Assessment	By 5/31/09		IPEC coordinates process; Assessment Team does annual assessment			Assess &/or revise their strategies	
	Parallel Planning:							
14	Develop fiscal plan to support strategic plan.	FY 08/09 – nominal impact; FY 09/010 – 012 real impact years		Budget Advisory Group	Need to revise SP timetable for the future.			
15	Develop facilities master plan to support strategic plan.	FY 09-012		Selected members from College Services, Board, Executive Council				
*denotes items reflected in the RCC Strategic Planning Exercise Series								