

SPiN Planning Process Overview Timeline

Phase		Key Activities	Key Products	Timeline
Organize	Prepare	Convene planning committee	Board and Staff buy-in	Month 1
		Develop planning timeline	Timeline for planning	
		Create organizational history	1 page summary of organizational history	
	Listen	Stakeholder mapping		Month 2-3
		Stakeholder listening	Summary of stakeholder input	
		Organizational health check-up	Summary of key organizational health issues	
		Financial analysis	Summary of financial information	
Imagine	Envision	Review and discuss stakeholder input		Month 4
		Board and staff discussion to develop mission and vision statements	Mission and vision	
		Develop identity statement (optional)	Identity statement	
	Plan	Determine strategic priorities	Strategic priorities	Month 4-5
		Engage staff, board committees in development of supporting objectives (implementation plan)	Implementation plan	
Launch	Execute	Board approval of plan		Month 6
		Discuss how to monitor your plan	Board monitoring plan	
		Align resources and people to the plan goals		
	Evaluate	Identify key metrics/success indicators	Outcomes/indicators for each strategic priority	Month 6
		Set up a system to collect relevant data and report periodically	Dashboard for board reporting	