



Strategic Plan Worksheet

Group/Committee: _____

Objective(s): _____

Steps in Strategic Plan Reporting:

- ✓ Immediately prior to meetings
 - Review the objective(s) your group/committee are lead/resource
 - Review current status of the objective
 - Place Strategic Plan on your agenda
 - Have you sent prior minutes and current agenda to the Bureau?
- ✓ During meetings
 - Address your objectives in the Strategic Plan as an agenda item
 - Have your group/committee discuss each objective you are involved in
 - Where do we stand in meeting this objective
 - What are short term and long term goals
 - Do we need to use a survey or form a partnership
 - Do we need additional support from the Strategic Visions Committee
 - If possible, pull up the Strategic Visions Page (BEMS Website)
 - <http://www.doh.state.fl.us/demo/ems/Stratplan/stratplan.htm>
 - Link to the Action Report for the meeting you are at
 - <http://www.surveymonkey.com/s/FLEMSActionReportJanuary2011>
 - Fill in an online Action Plan for each objective (if possible during your meeting)
- ✓ After meetings
 - Fill in an online Action Plan for each objective (if not done during meetings)
 - Include your planning in your meeting minutes
 - Forward minutes to the Bureau
 - Follow through on Action Plans with responsible parties
- ✓ TIPS
 - It may be that you find an objective not worded correctly, or measures not conducive to getting the job done. In that case, let us know in the Action Plan! Your group is the subject matter expert for that objective, and your opinion is valued
 - Don't forget to partner – with other groups/committees
 - The Strategic Vision Team is anxious to help whenever you meet a challenge
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