Committee Name: ________________________________________________

Facilitator(s): ________________________________________________

Attendance at Planning Session:

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

1. Summarize the strengths of the Committee.

2. Summarize the weaknesses of the Committee.

3. Summarize the main opportunities the Committee has over the next 3 years.

4. Summarize the impediments for taking advantage of these opportunities.

5. List the primary goals for the Committee for the next three years (At a minimum, goals should address Committee programming, publications, leadership development and succession, communications, membership, and diversity):
TIPS General Committee
Strategic Planning Outline Guide

PRIMARY GOAL 1
Objectives:

Strategies (including who is responsible, and a timetable for completion):

PRIMARY GOAL 2
Objectives:

Strategies (including who is responsible, and a timetable for completion):

PRIMARY GOAL 3
Objectives:

Strategies (including who is responsible, and a timetable for completion):
TIPS General Committee
Strategic Planning Outline Guide

Primary Goal 4

Objectives:

Strategies (including who is responsible, and a timetable for completion):

[ADDITIONAL PRIMARY GOALS AS NEEDED]

6. List the secondary goals for the Committee for the next three years.
   a. List the objectives of each goal.

7. List additional resources needed to accomplish the Committee’s goals, and identify how the Committee will seek to obtain these resources.

8. Identify any changes needed to the Committee’s Scope Statement:

9. The Committee will comply with the follow-up process dates:
   Date ____________ : 15 days out – Submit draft strategic plan
   Date ____________ : 30 days out – Conference call with Scope
   Date ____________ : 45 days out – Submit final strategic plan to Scope