General Committee Strategic Planning
Timeline

At Least 30 Days Before Strategic Planning Session:

1. Identify all Committee members who will participate in Strategic Planning Session

2. Participants and Facilitators should obtain (via TIPS Leadership Portal) and become familiar with (at a minimum):
   - Previous Committee Strategic Plan
   - Committee Demographics
   - Criteria for Success Worksheets (previous three years)
   - Committee Form A, B and C
   - TIPS Strategic Long Range Plan

At Least 14 Days Before Strategic Planning Session:

Conference call to include Committee leadership and assigned Scope Facilitators to:
   - Discuss overview of strategic planning process
   - Identify any specific topics and concerns to be addressed
   - Assign Committee members to:
     (a) prepare 5 minute report on previous Strategic Plan
     (b) prepare 5 minute report on Committee demographics
     (c) take notes
     (d) “scribe” the strategic plan

Within 10 Days After Strategic Planning Session:

Submit draft Strategic Plan to Facilitators, Scope Liaison and assigned TIPS Staff

Within 20 Days After Strategic Planning Session:

Committee leadership conference call (including facilitators) to discuss:
   - Status of the final strategic plan
   - Questions/issues regarding the implementation process
   - Evaluation of the process and suggestions for improvement

Within 30 Days After Strategic Planning Session:

Submit final Strategic Plan to Facilitators, Scope Liaison, and assigned TIPS Staff