

# Implementing Your Strategic Plan/Goals Checklist



Lay the Groundwork	✓
<p>Be a champion for implementing your strategic plan/goals, or assign this important role to someone who can keep that vision front and center in the minds of leaders and others. This will provide support and direction to others and ensure that the required resources are committed.</p>	
<p>Anticipate major stages of a project and follow-up dates. This will ensure that the project stays on track. If the project begins to get behind, you or the organization will be able to identify this in short order and help to get it back on track.</p>	
<p>Determine a completion date if applicable. Although many strategic goals and objectives are long term, the tactics identified in an individual year can be assigned a completion date. Track these activities to ensure that the completion dates can be met.</p>	
<p>Consider rewards, incentives, pay-offs to get the project done. These will help motivate everyone involved to keep the project on time and on track.</p>	
<p>Identify the resources required to accomplish the strategic goals. Be sure to provide staff with the time and/or the budget required.</p>	

*Leaders don't force people to follow—  
they invite them on a journey.  
-- Charles S. Lauer*

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(cont'd)

Monitor progress	✓
<p>Ensure that leaders stay on top of the plan by monitoring activities and milestones. Follow-up with the person responsible, ensure commitment and offer support.</p>	
<p>Ensure that the appropriate person reports regularly on progress to keep people updated between meetings or to inform stakeholders. This will help to keep momentum.</p>	
<p>Require written reports at meetings and update leaders on the progress of all initiatives. Consider how meeting agendas could reflect the major goals of the strategic plan. It is important that regular reports are presented with respect to the progress on all initiatives. These reports can be short and simple – they can say, <i>no progress at this time, here are a few items that we are working on, here are some of our challenges, here's when we hope to complete some of the goals or the project is complete.</i></p>	
<p>Use the strategic plan/goals as the framework for planning agendas. Wherever possible, agendas should strongly reflect the progress and the goals of the strategic plan. They should be at a high level and reflect visionary thinking.</p>	
<p>Secure commitments for the next quarter. If leaders are going to monitor the strategic plan/goals there have to be certain guidelines, short-term goals and timelines for the next quarter or specific period of time. That way, leaders and stakeholders have targets to shoot for and to report on at the end of each quarter.</p>	
<p>Create a simple <i>stoplight scorecard</i> that indicates if a project is:</p> <p>■ on track    ■ needing some attention    ■ off-track</p>	

***Most of the things that are worthwhile accomplishing would be declared impossible before they were started.***