

Tasks and steps in the Planning for Results process

This document lists the steps in planning as defined in the book *Strategic Planning for Results*.

<p>Plan to Plan</p>	<p>Task 1: Design the Planning Process Step 1.1: Identify the reasons for planning Step 1.2: Define planning responsibilities Step 1.3: Prepare a planning schedule and budget Step 1.4: Develop a communication plan Step 1.5: Design and present a staff orientation</p> <p>Task 2: Start the Planning Process Step 2.1: Obtain board approval Step 2.2: Select community planning committee members Step 2.3: Invite community members Step 2.4: Prepare and distribute community and library information packets</p>
<p>Identify Service Priorities</p>	<p>Task 3: Identify Community Needs Step 3.1: Present and orientation for the community planning committee members Step 3.2: Develop community vision statements Step 3.3: Define current conditions in the community Step 3.4: Decide what needs to be done to reach community vision</p> <p>Task 4: Select Service Responses Step 4.1: Present an overview of the library to committee members Step 4.2: Select preliminary service responses Step 4.3: Describe the effect of preliminary service responses on current library services Step 4.4: Select final service responses</p>
<p>Set the Stage</p>	<p>Task 5: Prepare for Change Step 5.1: Assess the library's readiness for change Step 5.2: Plan to crate a positive environment for change Step 5.3: Review and revise communications plans Step 5.4: Train supervisors and managers</p> <p>Task 6: Consider Library Values and Mission Step 6.1: Define values Step 6.2: Consider the library mission</p>
<p>Describe the Future</p>	<p>Task 7: Write Goals and Objectives Step 7.1: Write system goals Step 7.2: Write system objectives Step 7.3: Determine the priority of goals and measures of progress for each unit</p> <p>Task 8: Identify Organizational Competencies Step 8.1: Understand organizational competencies and initiatives Step 8.2: Identify organizational issues Step 8.3: Write organizational competencies and initiatives</p>
<p>Communi- cate the Plan</p>	<p>Task 9: Write the Strategic Plan (Plan of Service) and Obtain Approval Step 9.1: Write and review the strategic plan Step 9.2: Submit the strategic plan for approval</p> <p>Task 10: Communicate the Results of the Planning Process Step 10.1: Define the target audiences Step 10.2: Develop a communication plan Step 10.3: Develop communication to target audiences</p>
<p>The Rest of the Story ...</p>	