

Strategic Plan Preparation Checklist

	<i>Date to be confirmed</i>	<i>Person responsible</i>	<i>Action</i>
<i>Who needs to be invited?</i> Board Staff Stakeholders Committee reps			
<i>Who does the inviting?</i>			
<i>Where and when will sessions be conducted?</i>			
<i>How long is each session?</i>			
<i>Who will conduct the scenario planning?</i>			
<i>How will scenarios be tested?</i>			
<i>Preliminary reading material to be developed, collated and sent</i>			
<i>Develop and send out any preplanning survey</i>			
<i>Who will facilitate the sessions?</i>			
<i>Who will chair the session?</i>			
<i>Who will collate/type information at the session?</i>			

