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| **Preliminary Readiness Assessment for Strategic Planning** |

Before you launch your strategic planning process, take some time to assess your readiness. Use the following checklist to gauge how well your organization is prepared for this endeavor. Keep in mind that this is not a substitute for careful analysis of the conditions under which strategic planning will take place. Use this as a tool to help you identify key issues that can assist or impede the process.

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| **Readiness Factor** | **Yes** | **Somewhat** | **No** |
| Our Board and management are aware of the time and resources required to engage in meaningful strategic planning. |  |  |  |
| Our Board, management and staff are willing and able to dedicate substantial time to a strategic planning process. |  |  |  |
| Our board is proactive in preparing for the future instead of waiting for emergencies to react. |  |  |  |
| Our board focuses more on mission and policy than on routine management and operations. |  |  |  |
| Our board and management seek community input on significant decisions that impact our services. |  |  |  |
| Our community is able to communicate with us about what it needs and wants. |  |  |  |
| Key community leaders and partners will be willing to participate in our planning process in a meaningful way. |  |  |  |
| Our board uses data in making its decisions. |  |  |  |
| Our organization keeps records and is able to report data to support decision-making. |  |  |  |
| Our board recognizes and understands how a change in one part of the organization can impact other functions. |  |  |  |
| Our board usually reaches decisions by consensus after some deliberation. |  |  |  |
| Our board is knowledgeable about what other organizations are doing to achieve change. |  |  |  |
| The Board and staff are knowledgeable about current trends in nonprofit management. |  |  |  |
| Conflict among board members and within the organization is dealt with in a straight-forward and collaborative manner. |  |  |  |
| There is trust, respect and good communication between the Executive Director, staff and Board. |  |  |  |