**Strategic Plan** **– Enter Job Title & Company Name Here**

**30 Days…………………………………………………………………………………………………………**

**Introductions, Exploration & Needs Evaluation**

Figure out the key players and who you need to meet in the first 30 days to learn the nuances of the job, the department, the company, etc… These are only examples below – **USE THE JOB DESCRIPTION**

* Meet with… (conduct individual meetings with each current manager)
* Meet with …(conduct individual 30 minute meeting with each with current staff)
* Decide Best ways to communicate with executive team, management team, staff, and everyone involved with …………………
* Create calendaring for upcoming initiatives ………

**60 Days…………………………………………………………………………………………………………**

If the job description is divided into sections of responsibilities, use the appropriate section title for your 30 to 60 period…. These are only examples below – **USE THE JOB DESCRIPTION**

**Relationship Building & Best Practices**

* Continue Building Relationships with Team & Constituents & Start to Develop Best Practices
* Board meeting - convene a meeting to meet entire board and begin assessing next steps
* Identify opportunities for operational process improvements; Record, share, and discuss findings with team and other necessary parties; Test and Implement Process Improvements
* Create team building opportunities (Staff events, Student-Staff events, Faculty Events)

**90 Days & Beyond……………………………………………………………………………………………**

Choose you next sections headings from the job description for your 60 to 90 period & beyond…

These are only examples below – **USE THE JOB DESCRIPTION**

**Strategic Planning & Management (example heading)**

* Assess, implement, and manage administrative oversight…
* Evaluate the effectiveness of the …, and make changes to the program to provide better service to organizational management, …
* Create long range strategy for ...

**Finance & Analysis (example heading)**

* Manage long-range planning efforts, budgeting, program implementation…
* Conduct annual planning and budget process…
* Develop strategic financial plans to maintain and increase quality of …
* Evaluate effectiveness of … and make recommendations to enhance…
* Direct and coordinate the …
* Develop, implement, and prepare reports and analyze data…

**Corporate Relations & Resource Development (example heading)**

* Participate in various types of …
* Identify and pursue funding opportunities and revenue streams…
* Create strategic, high-impact corporate partners to provide opportunities for robust …
* Manage industry network relationships to promote …
* Collaborate with the … and business external relations to leverage resource development…
* Provide high level counsel to Board, … regarding …