

# TRACS SCHOOL GUIDE – PREPARING THE STRATEGIC PLAN

## Bayside Projects Consulting Free Download Reference Guide

The Strategic Plan identifies the institution’s goals, aligning human and physical resources with the school’s mission, objectives, and budget. The plan is revised and approved annually by the institution’s Board.

RECOMMENDED SECTIONS
<ol style="list-style-type: none"><li>1. Introduction.</li><li>2. Assessment Methods.</li><li>3. Annual Evaluation Cycle.</li><li>4. Strategic Plan Committee.</li><li>5. Education Programs.</li><li>6. Student Enrollment.</li><li>7. Staffing Projections.</li><li>8. Finances.</li><li>9. Facilities.</li><li>10. Equipment.</li><li>11. Operation Policies and Procedures.</li></ol>
GOALS SETTING
<p>Each objective requires a dedicated section in the Strategic Plan to include elements as follows:</p> <ul style="list-style-type: none"><li>• Objective Statement.</li><li>• Expected Start Date.</li><li>• Expected Completion Date.</li><li>• Person Responsible for this Objective.</li><li>• Financial Resources Assigned to this Objective.</li><li>• Table with the List of Milestones Required to Achieve this Goal. (Each milestone should include: a start and end date, the milestone to be achieved, status, strategies for achieving the objective, and strategies for evaluating the progress towards achieving the objective).</li></ul>
IMPORTANT CONSIDERATIONS
<ul style="list-style-type: none"><li>• Includes short-term (1-2 years) and long-term (3-5 years) goals.</li><li>• A new revised Strategic Plan version is issued annually.</li><li>• The Strategic Plan is reviewed and approved annually by the institution’s Board.</li><li>• Strategic Committee Meetings are conducted quarterly and documented with appropriate minutes.</li><li>• A five-year projected budget is required along with the Strategic Plan. It should clearly indicate income and expenditures for the five years, as well as the estimated Strategic Plan expenses.</li></ul>
REFERENCES
<ul style="list-style-type: none"><li>• <a href="#">TRACS Publications and Resources</a></li></ul>

Need assistance with your institution’s TRACS initial accreditation? We are glad to help. Visit our [TRACS Accreditation Page](#) for the application process information and additional reference guides. Visit [TRACS Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).