Strategic Plan Review Checklist

For strategic plan guidance, visit: [www.health.state.mn.us/lphap](http://www.health.state.mn.us/lphap).

| Review Characteristics | Found on Page(s) | Not Found | Notes |
| --- | --- | --- | --- |
| Dated within past five years[[1]](#endnote-1) |  |  |  |
| Lists individuals who participated in the strategic planning process[[2]](#endnote-2) |  |  |  |
| Includes a description of the process used to develop the strategic plan[[3]](#endnote-3) |  |  |  |
| Includes mission statement[[4]](#endnote-4) |  |  |  |
| Includes vision statement/elements[[5]](#endnote-5) |  |  |  |
| Lists guiding principles/values[[6]](#endnote-6) |  |  |  |
| Includes an organizational assessment that notes external trends, events, or other factors[[7]](#endnote-7) |  |  |  |
| Includes an organizational assessment that analyzes the department’s strengths and weaknesses[[8]](#endnote-8) |  |  |  |
| Includes strategic priorities[[9]](#endnote-9) |  |  |  |
| Includes goals and SMART objectives (specific, measurable, achievable, relevant, time-bound), with expected results[[10]](#endnote-10) |  |  |  |
| Includes consideration of key support functions required for efficiency and effectiveness (including information management, workforce development, communication, and financial sustainability) [[11]](#endnote-11) |  |  |  |
| Links the strategic plan strategies to the community health improvement plan[[12]](#endnote-12) |  |  |  |
| Links the strategic plan strategies to the quality improvement plan[[13]](#endnote-13) |  |  |  |
| Describes how the organization will use the plan[[14]](#endnote-14) |  |  |  |

## Planning Activities

Note which of these activities, if any, the planning team used during the strategic planning process:

SWOT analysis (strengths-weaknesses-opportunities-threats)

Environmental scan

Stakeholder analysis

Storyboard(s)

Scenario development

Notes:

1. Public Health Accreditation Board (PHAB) Measure 5.3.2 Documentation Guidance #1. [↑](#endnote-ref-1)
2. PHAB Measure 5.3.1 Documentation Guidance #1a. [↑](#endnote-ref-2)
3. PHAB Measure 5.3.1 Documentation Guidance #1b. [↑](#endnote-ref-3)
4. PHAB Measure 5.3.2 Documentation Guidance #1a. [↑](#endnote-ref-4)
5. PHAB Measure 5.3.2 Documentation Guidance #1a.  
   MDH Assessment and Planning Guidance. [↑](#endnote-ref-5)
6. PHAB Measure 5.3.2 Documentation Guidance #1a. [↑](#endnote-ref-6)
7. PHAB Measure 5.3.2 Documentation Guidance #1e.  
   MDH Assessment and Planning Guidance. [↑](#endnote-ref-7)
8. PHAB Measure 5.3.2 Documentation Guidance #1f.  
   MDH Assessment and Planning Guidance. [↑](#endnote-ref-8)
9. PHAB Measure 5.3.2 Documentation Guidance #1b. [↑](#endnote-ref-9)
10. PHAB Measure 5.3.2 Documentation Guidance #1c.  
    MDH Assessment and Planning Guidance. [↑](#endnote-ref-10)
11. PHAB Measure 5.3.2 Documentation Guidance #1e. [↑](#endnote-ref-11)
12. PHAB Measure 5.3.2 Documentation Guidance #1g. [↑](#endnote-ref-12)
13. PHAB Measure 5.3.2 Documentation Guidance #1g. [↑](#endnote-ref-13)
14. MDH Assessment and Planning Guidance. [↑](#endnote-ref-14)