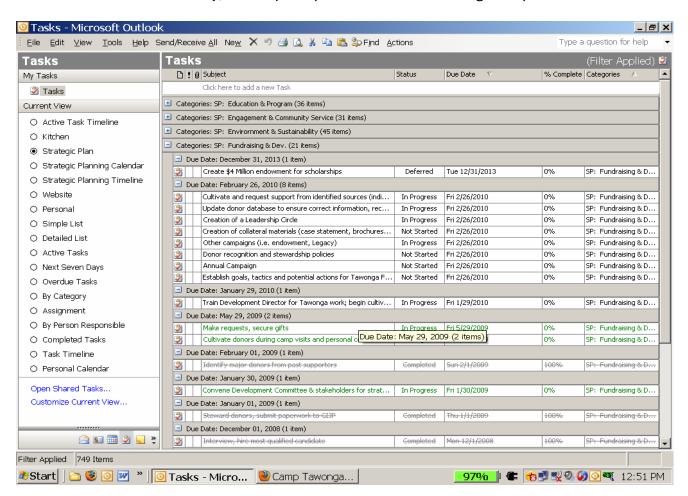
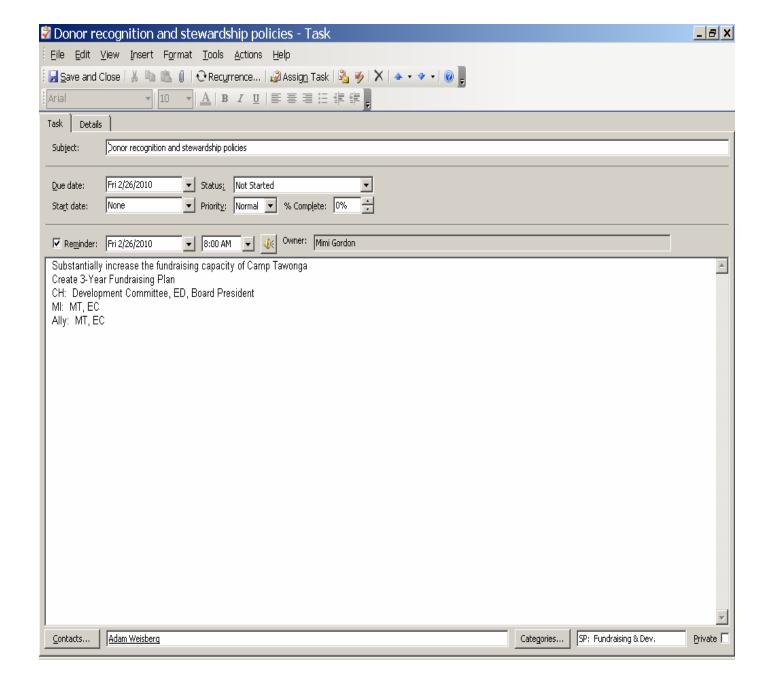


Strategic Planning Tools and Communication

- Strategic Planning Systems "champion"
 Tawonga has nominated one staff person to be responsible for tracking of strategic planning progress and updates.
- 2. Outlook Tracking
 Tawonga used the Excel document provided by Grinspoon to import our strategic plan into MS Outlook. This way, we keep our plan "off the shelf" using multiple tools.



- a. View: We've created separate views for only strategic planning related tasks. The main view (above) is a task list, but strategic planning can also be viewed in calendar or timeline format.
- b. **Categories:** Each area of our strategic plan has its own category, so that our fundraising efforts, for example, can be viewed separately from our marketing & outreach (engagement) efforts.



- c. **Contacts:** Each action item has an owner, or champion, connected to it, identifying the task's champion, and allowing parts of the plan to be "assigned" appropriately.
- d. **Status and** % **Complete:** Through these fields, we can update our plan appropriately as timing changes.
- 3. Communication planning At normally scheduled agency meetings, we discuss or report on the status of the strategic plan as necessary.
 - a. Staff meetings
 - b. Management Team meetings
 - c. Board meetings