

Strategic Planning Worksheet

Part 1: Situation Analysis

Directions: Analyze your current school situation and identify trends, strengths, weaknesses, opportunities, and threats. It can be helpful to have participants prepare their answers to these questions individually and then brainstorm to enhance the creative process of the group.

Now and In the Future

Please describe your view of the schools current status.	
Please describe where you feel the school should be in one year.	
Please describe where you feel the school should be in two years.	
Please describe where you feel the school should be in three years.	

Trends that Could Impact the School

Please list and briefly describe three noticeable trends that could impact the future of the school.

Trend #1:	
Trend #2:	
Trend #3:	

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Strengths and Weaknesses

Please list and describe the school's strengths and weaknesses, based on your observations and perceptions.

Strengths:

Weaknesses:

Opportunities

Please describe opportunities for the school to improve curriculum, teaching capacity, infrastructure, the learning environment, or market position.

Threats

Please describe threats that might influence the school's future.

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Part 2: Goal Identification & Evaluation

After analyzing the situation individually in Part 1, participants bring their notes to a bigger meeting where the group shares ideas and defines key goals. The form below helps schools organize the goal-setting process.

Goal Statement:	Assignment:	Completion Date:
Milestone #1:	Activities:	Results/Evaluation:
Milestone #2:	Activities:	Results/Evaluation:
Milestone #3:	Activities:	Results/Evaluation:
Milestone #4:	Activities:	Results/Evaluation: