



Board of Psychology Strategic Plan Schedule

Task		Due Date
Preliminary Meeting	SOLID meets with EO/AEO to gather information about the Board of Psychology and discuss the strategic planning process.	December 2013
Survey Stakeholders	SOLID will use an online survey at surveymonkey.com to obtain input from your stakeholders. We will send a message with instructions and a link to this survey to the contacts you provide.	Survey begins: January 6, 2014 Survey ends: January 27, 2014
Board Members Email Invitation	SOLID will send you a draft of the email invitation to be sent to Board Members in preparation for the individual phone interviews. We usually get the best responses when the email is sent from the Executive Officer or the Board President.	January 17, 2014
Board Member Phone Interviews	SOLID will schedule individual phone interviews with Board members. These interviews are 45 minutes to 1 hour in length and will cover the climate of the industry as well as their views on the Board's strategic focus for the upcoming plan.	January 13 – January 21, 2014
Focus Group for Board Staff	SOLID will facilitate a <u>four hour meeting</u> with your Board staff to discuss internal and external program challenges and opportunities as well as gather their views on the Board's strategic focus for the upcoming plan.	Week of January 27 or week of February 3
Compiled Results to EO for Review	Upon completion of interviews and surveys, SOLID will compile and analyze the data and produce a trends document outlining the Board's strengths, trends, challenges and recommendations to use with our presentation materials. This material will be sent to you for review and approval. The final trends document will be discussed during the strategic planning session.	February 28, 2014
Meeting Handouts	SOLID will email you soft copies of our handouts for the planning session or can bring handouts to the meeting.	March 7, 2014
Planning Session	SOLID will facilitate the strategic plan development session with Board members and staff. Through discussion our purpose is to highlight recent accomplishments of the Board, review the trends identified from the surveys, interviews and focus groups, and establish goals and objectives for the new plan.	March 14 & 15, 2014
Update Strategic Plan	SOLID will use the information gathered at the planning session to update the Board's strategic plan. A comprehensive draft will be sent to you for review by the target due date.	March 24, 2014

Board Adopts Strategic Plan	Strategic plan is adopted at Board meeting.	Board reviews/approves at May 15-16, 2014 Board Meeting
Action Planning Session	SOLID will facilitate a meeting with Board staff to create an action plan to guide completion of strategic objectives by establishing due dates, identifying major tasks, and assigning responsible parties.	TBD – Action Planning Session is scheduled after Board adopts strategic plan.

Strategic Planning Session

Friday, March 14 (10:00 a.m. – 5:00 p.m.) –
Saturday, March 15, 2014 (9:00 a.m. – Noon)

Mission Inn, Riverside

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