

A P P E N D I X



*Benchmarks for  
Strategic Planning*



The following checklist is designed to help monitor the progress of the strategic planning process. The order of completion may vary by institution and circumstances.

## Benchmarking Checklist

Task	Date completed
1. Pre-launch consultations completed	_____
2. Strategic planning committee (structure) established and chair appointed	_____
3. Inauguration of the strategic planning process and numerous public announcements made	_____
4. Strategic planning committee appointed	_____
5. General campus awareness of the planning process achieved	_____
6. Input invited into the planning process from various constituencies on campus	_____
7. Strategic planning data collection and analysis started	_____
8. SWOT analysis completed	_____
9. Current state of the institution assessed	_____
10. Current institutional vision, mission and goals reviewed	_____
11. Institutional mission, vision and goals revised or created	_____
12. Consensus about goals, process and time-frame achieved	_____
13. Unit reviews and self-studies begun	_____
14. Unit reviews and self-studies completed	_____
15. Strategic planning goals and targets set	_____

16. Responsibility for each plan goal assigned \_\_\_\_\_
17. Priorities and timetable for plan implementation set \_\_\_\_\_
18. Plan of work completed \_\_\_\_\_
19. Strategic plan and budget linked \_\_\_\_\_
20. Final strategic planning document compiled \_\_\_\_\_
21. Final strategic plan publicised \_\_\_\_\_
22. Understanding of strategic planning goals within the institution demonstrated \_\_\_\_\_
23. Community awareness of, and support for, new directions for the institution demonstrated \_\_\_\_\_
24. Strategic plan approved \_\_\_\_\_
25. Implementation of the plan formally begun \_\_\_\_\_
26. Fund-raising efforts for major goals formally begun \_\_\_\_\_
27. General participation in the implementation of the plan demonstrated \_\_\_\_\_
28. Achievement of short-term goals documented and celebrated \_\_\_\_\_
29. Strategic planning process institutionalised \_\_\_\_\_
30. Monitoring and review of strategic planning under way \_\_\_\_\_

