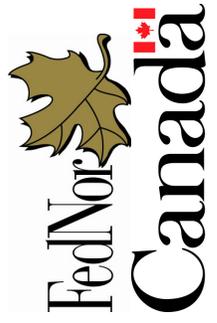


COMMUNITY STRATEGIC PLANNING TOOLKIT



Nishnawbe Aski Development Fund
A Community Futures Development Corporation



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ACTION PLAN CHART

<p>A. Long Term Goal</p>		
<p>B. Short Term Goal</p>		
<p>C. <u>Strengths</u> Things that are working for us</p>	<p><u>Unknown</u> Things we don't know about yet - if they are for or against us</p>	<p><u>Threats</u> Things that are working against us</p>
<p>D. <u>Action</u></p>	<p><u>Who does what</u></p>	<p><u>When</u></p>

Steps

- A. Fill in the long term goal: longer than 5 years (vision)
- B. Fill in the short term goal: within 5 years (can do right away)
- C. *Thing that are working for us*
Strengths - What is working for us to help us meet our goal?

Things that we don't know about yet
Unknown - What things we don't know about yet that might hold us back from meeting our goal. What are we not sure of yet? i.e. financial commitment

Things that are working against us
Threats - What things are working against us and keeping us from meeting our goal?
- D. Actions that need to be taken:
 - to make things happen to meet our goal
 - to make the unknown into a force that is working for us and helping us meet our goal.
 - to overcome the things that are working against us.

Who does it?

When?

STEP #11.3

Set Priorities

(Community Planner, Committee, Community, Interest Groups)

What are priorities?

A list of things to do first, second and third.

Why do we set priorities?

- So we know what to do first and we don't try to do too much at once
- We focus our energy on a few jobs so it isn't overwhelming
- Increases our chances of being successful

Some things to consider when setting priorities

- Does this action plan fit with the Vision Map and long term goals of the community?
- What is easily within our reach?
- What will take a long/short time to achieve?
- What is financially sound?
- Do we need outside resources?
- Is this something we can do on our own?
- How much work is involved?
- Do we have the human resources?
- Do we need additional training and is it easily available?
- What would make the greatest difference?
- How quickly will it be profitable?
- How much will it cost?
- Timeframe to reach the goal

At Action Planning meeting:

- The Community Planner places all of the action charts on the wall.
- Everyone is give 3 dots
- Everyone is asked to pick what they think are the top three priorities for the community. They put the dot on the action chart they feel is most important. They can put all three dots on one priority if they want.
- The facilitator looks for the priorities with the greatest number of dots. This shows the top few priorities.
- She/he writes them down on new flip chart paper.
- The new list is then hung on the wall.
- Everyone is now given one dot and asked to pick only one priority.
- The facilitator looks to see which priorities have the largest number of dots.
- The top priorities are then put in the final report.

Sample
Measurable Outcomes

Action	Measurable Outcomes
Develop Child Care Centre	<ul style="list-style-type: none"> • Committee authorized by Band Council to proceed by end of April 2005 • Feasibility study completed by June 2005 • Funding application submitted to INAC by September 2005 • Training agreement signed with College to train child care workers by December 2005 • Funding approved by February 2006
Develop eco-tourism strategy with long-term goal of employing 25 people	<ul style="list-style-type: none"> • Develop community support for initiative by hosting workshop with a speaker on Indigenous eco-tourism • Form a committee to work on this development from conference attendees by August 2006 • Funding proposal for a feasibility study submitted by September 2005 to FedNor and MNDM • Invite community to submit ideas for eco-tourism development through a series of open houses on types of development possible (Nov. 2005) • Conduct feasibility study and set priorities for development (Jan-Mar, 2006)

STEP #12

SET MEASURABLE OUTCOMES

(Community Planner, Committee, Interest Groups)

Set measurable outcomes for each priority.

What is a measurable outcome?

- Checklist to make sure the steps have been completed
- Measuring the success of reaching your goals
- Tells you when more work is needed to be done - the gaps
- Helps keep the work on track

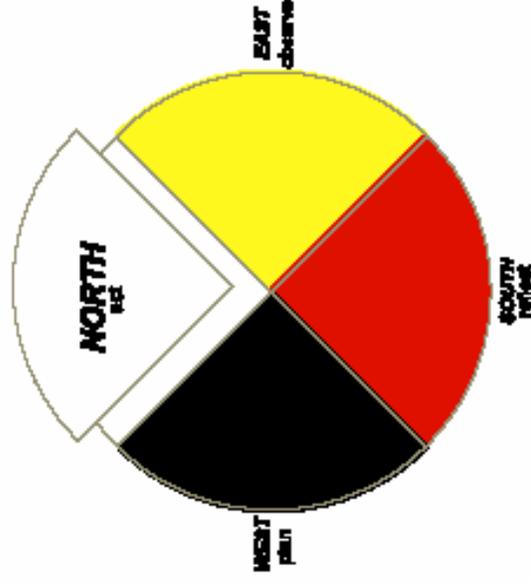
Community Strategic Plan Final Report

Community member want to hear their voices in the final report - if they do, they will support the recommendations and help follow through on the plan of action. The report also needs to be thorough and complete. An "Executive Summary" at the beginning of the report can show the recommendations without all the details, and sometimes this is very helpful to communities, so that not everyone had to read the whole report.

Final Report Outline:

1. **Cover page** - contains title, vision statement, date completed, and names of funders.
2. **Acknowledgment** - Thanks all the people who have contributed to the plan such as the community participants, the planning committee members, funders, anyone who has proofread it, Chief and Council, etc.
3. **Executive Summary** - 2 to 3 page summary of why the plan was completed, how it was done, and the main recommendations of the report
4. **Index** - A list of each section of the report and its page number.
5. **Introduction** - This provides some information as to when the report was done, who did it, why it was needed (for example, the last strategic plan was done fifteen years ago, or there has been no strategic planning done before).
6. **Methodology** - Who decided to do the plan, who did the plan, how was the planning committee set up, who funded it, how were the community members involved - how many of them participated, how many community meetings were held, etc. If a consultant helped with some of the work, that information should be included here.
7. **Where are we now?** - Using the results of the historical timeline, and the strengths exercise to answer this question.
8. **Where do we want to go?** - Use the visioning exercise to identify where the community members want the community to develop over the next 10-20 years.
9. **How are we going to get there?** - Use the Action Plan Chart (page 35) to outline what actions need to be taken to achieve the vision statement.
10. **Conclusion/Recommendations** - Organize the actions into a series of steps and identify what organization (for example, Chief and Council, or Economic Development Officer, or Planning Committee) is responsible for taking that action. These recommendations then form part of the Executive Summary of the report.

NORTH: Act - Doing it



STEP #13

WRITE THE COMMUNITY STRATEGIC PLAN REPORT

(Community Planner)

This is the report that will be presented to the community

- It gives them background information about the steps and all of the steps that went into making the Strategic Plan.
- Keeps the steps clear and is available for everyone in the community to see.
- Builds trust.
- Shows community that work has been done.

STEP #14

TAKE THE COMMUNITY STRATEGIC PLAN TO THE

COMMUNITY

(Community Planner)

1. Community Planner sets up a community meeting
2. Community Planner and Committee present the Plan
3. Community looks over the plan and provides their thoughts
4. Community Planner changes plan if necessary

Why should the community look over the plan?

- More head are better than one
- Need to have a say in their community
- Builds a strong community
- More likely to join in and work toward community goals
- Everyone can be a part of it and make a difference

STEP #15

CHANGE THE COMMUNITY STRATEGIC PLAN IF

NECESSARY

(Community Planner, Committee)

The community may have very good ideas or suggestions about the plan. The Community Planner and Committee should think about these suggestions. The Plan may need to be changed. The Community Planner changes the plan and then takes it to Chief and Council for approval. At this time the Community Planner and Committee will have a very strong idea about what the community wants, its priorities and how to achieve the community's goals.

STEP #16

TAKE PLAN TO COUNCIL FOR APPROVAL

(Community Planner)

- Chief and Council look over the Plan
- Chief and Council commit to the Plan by approving the Plan
- Council gives direction to the BDO/EDO to put Plan into action

STEP #17

PUT THE PLAN INTO ACTION

(Community Planner, Committee, Community)

- Community Planner and Committee members follow through with the work that is needed to reach each goal
- This may mean that the Community Planner needs to write grant proposals, conduct feasibility studies, develop business plans,