

Board of Vocational Nursing & Psychiatric Technicians



Planned Tasks		Tentative Due Date
PRELIMINARY WORK		
Preliminary Meeting/Overview	SOLID works with BVNPT to gather information about the organization and discuss the strategic planning process.	June 1, 2018
Contact List	BVNPT to provide SOLID with a contact list of Board member names, numbers and email addresses	August 17, 2018
Board Member Invitation for Interviews	SOLID will send BVNPT a draft of the email invitation to be sent to Board members in preparation for the individual phone interviews.	Invitation sent by August 24, 2018
Determine stakeholders	BVNPT to determine external stakeholders and obtain stakeholder email addresses for email distribution of survey. <i>Recipient count provided to SOLID.</i>	August 27, 2018
TEAM BUILDING/ENVIRONMENTAL ANALYSIS OVERVIEW		
Management Team	SOLID will conduct a 3-hour team building session that includes the Four Stages of Team Development and the development of the BVNPT's mission and vision. Staff will be provided the opportunity to provide their feedback through an online survey.	August 2018
Staff	SOLID will develop an online survey for staff to provide feedback on the mission and vision and to select values that will help implement them. Final mission, vision and values to be presented to board members for approval. <i>*SOLID can present the Four Stages of Team Development, and the strategic planning process to staff through a video conference meeting.</i>	August 2018
Board Members	SOLID will conduct a 3-hour team building session that includes team building activity, Four Stages of Team Development, and the presentation of the staff's mission, vision, and values. Session will also include planning of the environmental scan including development of surveying questions and approval of mission, vision, and values.	September 2018
Board Members, Management and Staff	1-hour session in which SOLID provides update on the process. May include a teambuilding activity to gain universal buy-in from board members, management and staff.	November 2018
ENVIRONMENTAL ANALYSIS		
Staff Focus Group or Online Survey	SOLID will develop an online staff survey or conduct a series of in-person focus groups. If developing an online staff survey, SOLID will provide the survey draft as well as the survey announcement for your review by October 2018 .	October 2018
External Stakeholder Online Survey	SOLID will develop an online external stakeholder survey. We will provide the survey draft as well as the survey announcement for your review by October 2018 .	October 2018
Executive Officers Interview	SOLID will schedule an individual phone interviews with Executive Officer and Assistant Executive Officer. Interviews will be 45 minutes to 1 hour in length.	Week of October 2018
Board Member Phone Interviews	SOLID will schedule individual phone interviews with Board members. These	Week of October 2018

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	interviews are 45 minutes to 1 hour in length.	
Compile Results for Review by Executive Officer	Upon completion of interviews and survey, SOLID will compile and analyze the data and produce a trends document to use with our presentation materials. This material will be sent to you for review and approval. The final Environmental Scan will be discussed during the strategic planning session.	November 2018
Environmental Scan	SOLID will email you electronic copies of the environmental scan and other handouts in preparation for the planning session.	Send to Board Members by December 2018

PLANNING SESSION/STRATEGIC PLAN

Meeting with Executive Officer	This meeting, usually held at least 1 week before the planning session, is designed for the facilitator and Executive Officer to discuss the game plan and materials for the planning session.	February 2019
Strategic Planning Session	SOLID will facilitate a team building activity, Parker Team Player Survey. Then, facilitate the strategic plan development with Board members, Executive Officer, and staff. Through discussion our purpose is to highlight recent accomplishments, review the trends identified from the surveys, interviews and focus groups, and establish goals and objectives for the new plan.	February 2019
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 2019
Adopt Strategic Plan	Strategic plan is adopted.	March 2019

ACTION PLANNING/ACTION PLAN

Action Planning Session	SOLID will facilitate a meeting with Board management to create an action plan to guide completion of strategic objectives by establishing due dates, identifying major tasks, and assigning responsible parties.	March 2019
Action Plan	SOLID will use the information gathered at the session to develop an action plan. A comprehensive draft will be sent to you for review by the target due date.	March 2019