

**SAMPLE STRATEGIC PLAN  
PROCESS**



**2017 STRATEGIC PLANNING DEVELOPMENT PROCESS**

<b>Month</b>	<b>Date (2016)</b>	<b>Activity</b>
<b>January</b>	21	New Board and Committee Chair Orientation
<b>March</b>	3	Work Session: Fairbanks North Star Borough
<b>April</b>	13	Annual Board and Staff Retreat <ul style="list-style-type: none"> <li>• Strategic Plan 2012-2016 Review</li> <li>• Best Practices</li> <li>• Convention Center Planning</li> </ul>
<b>July</b>	6	Management Team Retreat
	By 31st	Management discussions with President and CEO (strategic direction / narratives) and Director of Finance and Administration (budget)
<b>August</b>	By 17th	Committee review of draft budget and Strategic Plan strategies/narratives. NOTE: Each Committee Chair is also a member of the Board of Directors, please include invite to President and CEO and Director of Finance and Administration to committee meetings.
	By 17th	Draft budgets and Strategic Plan narratives due
	29	Finance and Planning
	31	Board Meeting: <ul style="list-style-type: none"> <li>• Committee Chairs convey discussion of departmental strategies for upcoming year</li> <li>• Approve revenue assumptions</li> <li>• Review draft budget</li> </ul>
<b>September</b>	8	Present to Audit Committee
	By 14th	Committee review of draft budget and revised Strategic Plan narratives. Committee Chairs are members of the Board of Directors. Invite President and CEO and Director of Finance and Administration to committee meetings.
	19	Finance and Planning
	21	Board Meeting: <ul style="list-style-type: none"> <li>• Committee Chairs convey discussion of departmental strategies for upcoming year</li> <li>• Review and approve reserve designation</li> <li>• Review and approve budget</li> </ul>
	30	Report due to City of North Pole Director of Finance on current years activities and use of funds
<b>October</b>	3-6	Alaska Travel Industry Association Annual Convention
	11	Year-to-date Progress Reports due
	24	Finance and Planning
	26	Board Meeting: Receive Strategic Plan and Budget
	31	Annual Strategic Plan and Budget due to City of Fairbanks North Pole Discretionary Grant Application including Strategic Plan and Budget due.
<b>November or December</b>	TBA	Work Session: City of Fairbanks
	TBA	Work Session: City of North Pole
<b>January 2017</b>	<b>TBA</b>	After review with committees and President and CEO, Directors finalize performance metrics for upcoming year with departmental staff and Advertising and Public Relations Associate

## MONTHLY STRATEGIC PLANNING REVIEW PROCESS

When	What	Staff Responsibility
1 <sup>st</sup> of Month	Request Monthly Narrative and Performance Metrics from Management Team	Advertising and Public Relations Associate
10 <sup>th</sup> of Month	Monthly Narrative and Performance Metrics Due	Advertising and Public Relations Associate / Departmental Team Members / Management Team
Departmental Committee Meeting	Update of activities / Strategic Plan Review Performance Metrics	Management Team
Finance and Planning Committee Meeting	Review Board Agenda, including Performance Metrics Review YTD Budget / Forward budget amendments	Director of Finance and Administration / Finance and Administrative Coordinator / President and CEO
Board Meeting	Update of activities from Committee Chairs Review YTD Budget / Approve budget amendments Quarterly Review of Performance Metrics Dashboard	President and CEO / Executive and Finance Coordinator
Local Governing Bodies	Operation Information	Management Team / President and CEO

**Annual Strategic Plan including Performance Metrics, Annual Audit, and Annual Report is made available to Explore Fairbanks Members as well as distributed to local governing bodies as follows:**

- **City of Fairbanks**
  - Mayor
  - Council Members
  - Director of Finance
  - Chief of Staff
  - City Clerk
- **Fairbanks North Star Borough**
  - Mayor
  - Assembly Members
  - Chief Financial Officer
  - Chief of Staff
  - Economic Development Coordinator, Office of the Mayor
  - Borough Clerk
- **City of North Pole**
  - Mayor
  - Council Members
  - Director of Finance
  - City Clerk