

Strategic Plan Checklist for DASH Funded Projects

The **Strategic Planning Kit for School Health Programs** (called the SP Kit) indicates that DASH funded partners' strategic plans should include the following sections: (1) executive summary, (2) stakeholder list, (3) data sources list, (4) SWOT analysis, (5) program strategies, (6) revised five-year program logic model, (7) aligned annual workplan, (8) communication process, (9) implementation process (including an implementation timeline), and (10) evaluation process.

This checklist helps you assess whether your strategic plan includes the content that DASH considers essential. After completing the checklist, examine those elements that did not meet the criteria and consider how you can revise your strategic plan. Please consult the SP Kit for guidance and tools for meeting the criteria. The corresponding pages in the SP Kit are noted with each criterion.

Criteria to assess a strategic plan	Yes	No
1. Does it include an executive summary? (SP Kit, p. 15.)		
2. Does it describe the planning process, including the stakeholders involved and their roles? (SP Kit, pp. 20-22 and 43-44.)		
3.a. Does it include a list of sources for internal data related to your program that were reviewed in the planning process, such as the <i>Indicators for School Health Programs</i> and the DASH Program Inventory? (SP Kit, pp. 19-20 and 41.)		
3.b. Does it include a list of sources for data related to the external environment in which your program operates and the population the program serves that were reviewed in the planning process, such as the Youth Risk Behavior Survey and the School Health Profiles? (SP Kit, pp. 19-20 and 42.)		
4. Does it identify specific factors that, based on the analysis of internal and external data, will help and hinder your program in achieving its five-year goals? (This criterion may include a summary of the program's strengths, weaknesses, opportunities, and threats, such as that found in a SWOT analysis.) (SP Kit, pp. 23-24 and 45-47.)		
5. Does it identify strategies that your program will use to achieve its five-year goals? (SP Kit, pp. 25-27 and 48-49.)		
6. Does it include a five-year program logic model aligned with the five-year program goals and strategies? (SP Kit, pp. 16 and 28.)		
7. Does it include an annual workplan aligned with the five-year program goals, strategies, implementation timeline, and logic model? (SP Kit, pp. 16 and 28-29.)		
8. Does it include a plan to communicate the content, implementation, and evaluation of the strategic plan to stakeholders? (SP Kit, pp. 29 and 50-51.)		
9. Does it describe a process to successfully implement the strategies, including an implementation timeline? (SP Kit, p. 27.)		
10. Does it describe a process for evaluating the strategic plan? (SP Kit, pp. 29-30 and 51.)		