



Scottish Rite, Valley of Columbus

Strategic Planning Committee

1027 2nd Ave, Columbus, GA 31901

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Strategic Plan Implementation Process and Expectations

Disclaimer: The Strategic Plan Implementation Process and Expectations document is not in any way an attempt or intent to exert authority over, micromanage, or create undue hardship. It is intended to provide a common tool to unify efforts. It is also intended to serve as a best practice guide for the success of the strategic plan implementation process and the future of the Valley.

The Valley of Columbus' strategic plan is a document used to communicate the organization's strategic goals, the actions needed to achieve those goals, and all the other critical elements developed during the planning process. Implementing the strategic plan can be challenging and requires leaders to communicate, align efforts, develop action plans, set S.M.A.R.T. goals, drive accountability, be action-oriented, and track progress with measurable results. The Strategic Planning Committee provides the following guide for Committee Leaders to implement efforts of established programs associated with the strategic plan.

1. Communicate and align.

- Clearly communicate strategic objectives driven by the Valley's Mission Statement and Vision.
- Develop program action plans and set goals with a comprehensive list of milestones.
 - Use the acronym S.M.A.R.T.
 - Specific: Well defined, clear, and unambiguous
 - Measurable: With specific criteria that measure your progress toward the accomplishment of the goal
 - Achievable: Attainable and not impossible to achieve
 - Realistic: Within reach, realistic, and relevant to your life purpose
 - Timely: With a clearly defined timeline, including a starting date and a target date. The purpose is to create urgency.
- Cross-collaborate with other committees for the accomplishment of shared goals and pooling resources.
- Create foundational guidelines to keep the objectives and goals aligned for planning and growth.
- Prioritize and review objectives and goals regularly to ensure strategic alignment. Adjust work as needed to achieve the most productive efforts.

Action Plan				
	Action Step 1	Action Step 2	Action Step 3	Action Step 4
Action Officer				
Specific				
Measurable				
Achievable				
Realistic				
Timely				
Required Resources				
Evidence of Improvement				

- Drive accountability** – Accountability is the obligation of Chairman Committee Leaders to account for committee activities, accept responsibility for them, and to disclose the results in a transparent manner.

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- a. Identify who is responsible for completing each action steps and list them in the Action Officer (AO) category of the Action Plan.
 - b. Communicate the Valley's strategic direction to AOs and ensure they understand their roles and responsibilities.
 - c. Communicate action plans to the Executive and Strategic Planning Committees.
3. **Be action-oriented** – Meeting timelines require close observation of action plan progress. Take regular actions to ensure the timely completion of milestones and deliverables.
 - a. Be specific, outline measurables, and provide the timeline for each goal.
 - b. Do not allow busted timelines to be action plan and goal progress norms.
 - c. Ensure AOs are focused and aware of the practical step-by-step actions and tasks that will move the program forward while aligning with the Valley's strategic direction.
4. **Track progress** – Conducting regular synchronizations will allow Chairman Leaders to evaluate committee programs progress.
 - a. Internal Special Committee synchronizations need not be lengthy or in person but should outline progress milestones since the last meeting, the next step or planned task on the agenda, and if the AO has any constraints or obstacles that threaten the timeline.
 - b. Synchronizations should provide clear lines of communication, answer questions, allocate resources, and keep everyone on track.
5. **Observe results.**
 - a. Compile and structure measurable data for the Executive and Strategic Planning Committee Chairmen to review program progress and strategic alignment during the monthly Executive Committee meeting.
 - b. Ultimately, the Valley leadership will judge the Committee and programs success on the results its Chairman delivers. It is vitally important that delivered results be accurate and complete for the Valley leadership to make well informed strategic decisions.

While the idea of tackling a strategic plan implementation can be daunting, getting the committee and AOs prepared with the steps above can go a long way toward success. Successful implementation of the Valley's strategic plan could be the major action its members take that solidifies the Valley's survivability.

For any questions in reference to this document, please contact the Strategic Planning Committee Chairman.

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