The **start to finish check list** may be used as a guide and provides an overview of the general steps involved in strategic planning and the possible duration associated with each step.

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| **What** | **How Long Does This Take?** | **Who?** |
| Identify key players; form planning committee | 1-2 weeks | CD & Board |
| Environmental Scan | 2-4 hours | CD |
| Present data to staff and board  | 60-90 minutes | CD & Board Chair and/or Committee |
| SWOT analysis activity  | 30-60 minutes  | CD & Board Chair and/or Committee |
| Identify SWOT themes and priorities & prioritize | 60-90 minutes | CD & Board Chair and/or Committee |
| Create SMARTIE goals and objectives | 30-60 minutes | CD & Board Chair and/or Committee |
| Create action plan | 60-90 minutes | Each lead |
| Create framework to track progress | 30-45 minutes | CD & Board Chair and/or Committee |