

The Planning Questions

Questions	Role in planning process:	Actions and Activities
<p>Question One <i>Where have we been?</i></p>	Gathers information about the history of the organization. Recognizes the past and celebrates accomplishments	<p>Question Set:</p> <ol style="list-style-type: none"> 1. What is the history of this organization? 2. What major events stand out in your mind? 3. What accomplishments or challenging situations can you recall? How were accomplishments achieved or challenges met?
<p>Question Two <i>Where are we now?</i></p>	Gathers information about the state of the organization at this time	<p>Question Set:</p> <ol style="list-style-type: none"> 1. What are the interest areas for your organization? 2. What threats, if any, are there to the organization? 3. What strengths do you have? What weaknesses are you overcoming? 4. What opportunities are available to your organization? 5. How do others perceive your organization?
<p>Question Three <i>Where do we want to go?</i></p>	Based on creativity and research, develops the “preferred future” or “vision” of the future that the group wants to achieve, the impact statement that indicates to others what you hope to achieve with your work over the next 2 – 3 years or so.	<p>Question Set:</p> <ol style="list-style-type: none"> 1. What does the “preferred future” of the organization look like? 2. If you were in charge, what are some of the things you would like to see that address the major issues, problems and concerns of the organization? 3. How might the organization capitalize on its strengths and opportunities? <p>“Mindstorming” – ask each person to come up with at least 20 ideas for future activities of this organization. Then, compare ideas and gather a list that can be prioritized.</p>
<p>Question Four <i>How are we going to get there?</i></p>	Sets the stage for action and builds activities to implement the vision	<p>Core Items:</p> <ol style="list-style-type: none"> 1. Activities – what are the things the members of the organization will do? 2. Outputs – what is the expected immediate result from the activities? 3. Outcomes – what is the longer-term result from a series of activities that will eventually result in the “preferred future”?
<p>Question Five <i>How will we know when we have arrived?</i></p>	Sets timelines and develops measurement “indicators” to monitor progress towards actions and goals	<p>Core Items:</p> <ol style="list-style-type: none"> 1. Output indicators – develop ways to measure the results from your various activities 2. Outcome indicators – develop ways to measure the broader results that may come from a series of activities <p>Set up accountability charts and timelines for completion of selected actions in the plan – meet regularly to review progress</p>