

Group Activity 2: Development of Plan to Complete Focus Area Subgroup Team Assignment

**FOCUS AREA SUBGROUP TEAM ASSIGNMENT**

15-minute Presentation at Strategic Planning Committee Meeting on Monday, February 23, 2015

**Suggested Steps in Development of Presentation by Focus Area Subgroup Teams (FAST)**

**1. Read your BIG Question – see attached.** Discuss if everyone understands it or needs clarification.

**2. Read your Supporting Questions.** Discuss if these are the appropriate questions your Focus Area Subgroup Team (FAST) needs to answer to reach a decision on how to answer the BIG Question. Change, add, delete any questions.

**3. Develop a Plan for the Logistics and the Decision-Making Process for your FAST team.**

SUGGESTED ACTIVITIES TODAY:

3a. Decide any additional people or groups you need to consult to answer the questions.

3b. Decide who in your FAST team will obtain feedback from each of these people/groups.

3c. Decide how your FAST team plans to compile the answers to the questions. (e.g., P: drive; on-line meetings, conference call, face-to-face meetings)

3d. Discuss the approaches your FAST team would like to take to arrive at an answer to the BIG Question based on the answers to the subquestions.

3e. Discuss the approaches your FAST Team could take

- to **prioritize** your suggested goal(s) for inclusion in the Strategic Plan.
- to develop a **rationale** for your goal(s).
- to suggest **strategies** to implement your goal(s).
- to decide on **key performance indicators** – the expected **outcomes** of your goal (s) and how these can be assessed.

3f. Decide on “meeting” dates of your Focus Area Subgroup Team.

#### **4. Implement your plan between today and the February meeting.**

##### SUGGESTED ACTIVITIES BEFORE THE NEXT STRATEGIC PLAN ADVISORY COMMITTEE MEETING

- 4a. Gather the answers to your Supporting Questions.
- 4b. Discuss the answers to your Supporting Questions.
- 4c. If you have more than one goal for the Strategic Plan, prioritize your goals and answer your BIG Question.
- 4d. Develop a rationale for the answer to your BIG Question.
- 4e. Develop strategies to reach the outcomes expected from your suggestion(s).
- 4.f. Explain how you will know that you have reached your goal (Key indicators & expected outcomes).
- 4h. Develop a 15-minute presentation for the February 23<sup>rd</sup> Strategic Plan Advisory Committee Meeting including your suggestions for the Strategic Plan, your rationale, strategies, and key indicators. Can be the Chair or any or all of the members Focus Area Subgroup Team giving the presentation. Be prepared to answer questions from the Strategic Plan Advisory Committee.
- 4f. Complete a DRAFT Template with your goal(s) prior to the meeting to be finalized during the February 23<sup>rd</sup> meeting.

#### **5. Review and discuss the feedback from the full committee and finalize the Strategic Plan Advisory Group Template for your FAST team. Time will be provided to do this at the February 23<sup>rd</sup> meeting. The final template from your FAST team will be turned in at the end of the February 23<sup>rd</sup> meeting.**

**Next Steps:** Dr. Stone's Leadership Team will

1. Work toward finalizing goals, strategies, and key indicators for the Strategic Pan.
2. Review the mission, vision, and values to ensure that they align with the goals and with the USF System goals and the SUS goals.
3. Consult with the Advisory Committee as needed by email or face-to-face to provide further feedback on priorities, strategies, key indicators, etc.