

Draft document for
committee discussion
only.
February 4, 1987.

WCCAO'S LONG RANGE PLANNING PROCESS

1. Prepare a five year strategic plan and an annual work plan with a process for annual updating of both.

Task: Prepare final report.

Purpose: Produce a five year strategic plan for WCCAO which should include:

- * WCCAO priorities concerning discretionary and non-discretionary funding.
- * WCCAO role vis-a-vis other Washington County agencies such as service providers, advocacy, etc.
- * Staff organization
- * Board activities
- * Board/staff relationships
- * Client services
- * Public image building
- * Program efficiency
- * Process for evaluating program effectiveness
- * Budget allocations
- * Implementation process
- * Time schedule

Product: A five year strategic plan for WCCAO Board and staff to use as a working document for decision making concerning allocation of resources, staff assignments and organization; and evaluating the effectiveness of programs and future needs.

Task: Conduct workshops with WCCAO Board and staff.

Purpose: Provide a basis for discussion, goal setting and consensus building.

Product: Report on discussion results and consensus, with a focus on resource allocation, timing of events, critical deadlines, means of implementation and potential sources of funds.

WCCAO's Long Range Planning Process

Page Two

Task: Formulate alternatives for WCCAO.

Purpose: Ascertainment of alternative approaches for WCCAO to alleviate the effects of poverty in Washington County.

Product: A report providing an analysis and description of the current structure and alternative approaches for carrying out programs responsibilities and delivering services by WCCAO.

2. Develop a rational basis for evaluating needs, prioritizing current needs, prioritizing current and future programs, and allocating staff, facilities, and funds.

Task: Assess needs of WCCAO constituents.

Purpose: Formulate a description of needs, issues, concerns and proposals for dealing with those in poverty in Washington County.

Product: A report describing needs, both met and unmet, and correlating them with client categories, the services provided to satisfy needs, and the agency responsible for the services.

3. Create the justification for raising funds for new or expanded activities.
4. Formulate a process for evaluating the effectiveness of current or proposed programs.
5. Provide a basis for refining the organizational structure of WCCAO and processes for developing policy.