



Strategic Planning Committee Chairs
Meeting Agenda
December 09, 2011 – General Counsel’s Boardroom

Commitment, Credibility, Communication

1. Welcome
2. Chair and Committee Roles and Responsibilities
 - a. Committee Membership Update (Handout)
 - b. Subject Matter Experts and Other Support
 - c. Co-Chairs
 - d. Budget Allocations
3. The Role of the Implementation Consultant
4. Identify and Define Strategic Objectives and Tactics
 - a. Deliverable: Develop Specific Strategic Objectives and Tactics (Handout)
 - i. Define What “It” Is – Develop Detailed and Specific Objectives (Step 1)
 1. Sasaki Internal Report – Background and Context
 2. Best Practices
 3. Measurability
 4. Level of Impact
 - ii. Develop Resource Needs (i.e., funding, technology, staff, consulting, physical plant) (Step 2)

5. Develop Plans to Implement Specific Objectives and Tactics - **DRAFT**
 - a. Deliverable: Assessment of Goals and Tactics (Step 3)
 - i. Determine the Impact
 1. Human/client impact (prospective and/or current student, employee, alumni, donor, legislator)
 - ii. Determine the Level of Effort
 1. Return on investment
 2. Benefit v. cost (time, energy,
 - iii. Determine Priority Implementation
 - b. Consolidate all Objectives and Tactics (Step 4)
 - i. Determine Overlap and Duplication/Similarity
 - ii. Determine Sequencing / Timeline
 - iii. Determine Budget Allocations and Making Funding Requests
 - iv. Delegate Implementation – Stand Alone or in a Department
 - c. Implement (Step 5)
 - d. Measure (Step 6)
 - i. Define success and failure
 - ii. Develop a Measurement Tool
 - iii. Assess effectiveness
 - iv. Report on results; identify gaps
6. Proposed Committee Operating Guidelines
 - a. Committee Chair Meetings
 - i. Every 4 to 6 weeks
 - ii. Progress reports
 - iii. Community Updates
 - b. Open Communication to the UC Hastings Community / Transparency
 - i. Open meetings
 - ii. Announce meetings and public agendas in advance
 - iii. Publish minutes
 - iv. Issue progress reports

- v. Implementation website is being developed
 - vi. Decision making
 - c. Chair and Committee Resources and Tools
 - i. Admin support staff person
 - ii. Google docs
 - iii. Doodle
 - iv. Listservs
 - v. SharePoint websites
 - vi. Survey monkey
- 7. Implementation Resources - Handouts
 - a. Updated Committee Membership Roster
 - b. Sasaki Internal Report August 2011
 - c. Objectives and Tactics
 - d. Committee Roster Updates
 - e. The Execution Premium, Linking Strategy to Operations for Competitive Advantage by Robert S. Kaplan and David P. Norton
- 8. Wrap Up
- 9. Next Meeting: February 22, 2012 | 3:30 – 5:30pm
 - a. At this meeting discuss progress made on defining specific objectives and tactics
 - b. Forward to Debbie Tran by February 15, 2012

Develop Specific Strategic Objectives and Tactics

- 1. Define What “It” Is – Develop Detailed and Specific Objectives
 - a. Sasaki Internal Report – Background and Context
- 2. Best Practices Measurability
- 3. Level of Impact