

# Strategic Vision Committee Timeline



## Plan:

When: A Committee working session will be held every 2nd Monday of the month from 6-8pm over Zoom. The goal for each session (along with select board meetings) is detailed below.

### March 2022 - Developing Survey #1

Pre-Work	Objectives for Meeting	Post-Work
<ul style="list-style-type: none"> <li>All attendees read through the current strategic vision plan</li> <li>All attendees are encouraged to read <a href="#">Chapters 5 &amp; 6 of BoardSource's mission, planning, and evaluation</a></li> <li>Chair starts working on an initial survey to share with the board &amp; staff members.</li> <li>Chair and ED meet to create a shared understanding of the objectives, procedures for the strategic visioning process, and preferred communication styles.</li> </ul>	<ul style="list-style-type: none"> <li>Collaboratively workshop a draft of the survey</li> </ul> <p><b>Output:</b></p> <ul style="list-style-type: none"> <li>A near-completed survey with the spirit of all questions is decided.</li> </ul>	<p>Within 1 week:</p> <ul style="list-style-type: none"> <li>Chair finalizes survey wording and establishes deadline for survey submission (should allow for about 2 weeks to respond)</li> <li>Chair sends the survey to the Board with deadline</li> <li>ED sends the survey to the staff with deadline</li> </ul>

### April 2022 - Developing Objectives & Begin Key Result Definitions

Pre-Work	Objectives for Meeting	Post-Work
<p>At least 1 week before the Committee meeting:</p> <ul style="list-style-type: none"> <li>Chair creates a Google Sheet with all of the raw survey results (Google Forms allows you to export results to Google Sheets automatically).</li> </ul>	<ul style="list-style-type: none"> <li>Members discuss themes from the survey.</li> </ul> <p><b>Meeting output:</b></p> <ul style="list-style-type: none"> <li>Settle on a set of objectives informed by survey results.</li> <li>Start to develop a list</li> </ul>	<p>Within two weeks:</p> <ul style="list-style-type: none"> <li>ED refines the list of KR's to settle on his first draft proposal for what the OKR's should be. Should include ~3-5 Objectives, with ~2-5 Key Results per Objective, and ~1-3</li> </ul>

<p>Ensure that the survey results sheet is uneditable by viewers.</p> <ul style="list-style-type: none"> <li>• Chair sends the raw survey results to the Board and solicits optional feedback about themes noticed, particularly as they might inform the definition of high-level strategic areas (“Objectives”).</li> <li>• ED sends the raw survey results to the staff and solicits optional feedback about themes noticed, particularly as they might inform the definition of high-level strategic areas (“Objectives”).</li> <li>• All Committee members read through and digest the results of the survey. <i>Any themes noticed?</i></li> </ul> <p>Anytime before the meeting:</p> <ul style="list-style-type: none"> <li>• All attendees are encouraged to read <a href="#">Chapters 7 of BoardSource’s mission, planning, and evaluation</a></li> </ul>	<p>of potential Key Results that could fall under each Objective</p> <ul style="list-style-type: none"> <li>• Decide which staff members Chair will conduct interviews with</li> </ul>	<p>success metrics per KR. Doesn’t have to be perfect, just needs to be a complete draft!</p> <ul style="list-style-type: none"> <li>• Chair meets with ~3-5 key staff members to conduct targeted, 30-45min interviews about their takeaways from the survey and to gather information.</li> </ul>
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**May 2022 - Define Key Results & Develop Survey #2**

Pre-Work	Objectives for Meeting	Post-Work
<p>About two weeks prior:</p> <ul style="list-style-type: none"> <li>• ED shares OKRs first draft (yay!)</li> <li>• Chair shares notes from staff interviews</li> <li>• All Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Update OKRs draft based on feedback from the interviews, or areas that the Committee agrees need refinement or updates</li> </ul>	<p>Within 1 week:</p> <ul style="list-style-type: none"> <li>• Chair finalizes the survey to be sent out for feedback and determines deadline for survey submission.</li> <li>• Chair sends the OKRs</li> </ul>

<p>members read through each set of documents. Is there anything in the OKRs draft that should be updated in light of the learnings from the interviews? What additional work does the OKRs draft need?</p>	<ul style="list-style-type: none"> <li>● Flag open questions about the OKRs draft that still remain so those questions can be addressed in the survey</li> <li>● Settle on what feedback we want to get from board and staff about the OKRs draft as it stands</li> </ul> <p><b>Meeting Output:</b></p> <ul style="list-style-type: none"> <li>● An OKRs draft that is ready for feedback from the board and staff.</li> <li>● All of the workings of a survey for soliciting feedback about the draft.</li> </ul>	<p>draft &amp; feedback survey to the board.</p> <ul style="list-style-type: none"> <li>● Chair sends the OKRs draft &amp; feedback survey to staff.</li> </ul>
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Thoughts for Survey: Is the spirit of the Objectives right? KR's? Success metrics? Is it aligned with our mission, values, and vision? Are the proposed success metrics realistic and is this something we already track? If not, how much work would it take to get these numbers? Are these realistic numbers to acquire?

**June 2022 - Refine OKRs & Develop Success Metrics**

<b>Pre-Work</b>	<b>Objectives for Meeting</b>	<b>Post-Work</b>
<ul style="list-style-type: none"> <li>● All Committee members read through all survey results and identify trends.</li> <li>● All Committee members are encouraged to read <a href="#">Chapters 8 &amp; 9 of BoardSource's mission, planning, and evaluation</a></li> </ul>	<ul style="list-style-type: none"> <li>● Debrief survey results. Share identified trends. Use these results to refine OKRs.</li> <li>● Discuss success metrics that can be applied to OKRs.</li> </ul> <p><b>Meeting Output:</b></p> <ul style="list-style-type: none"> <li>● Finalize the wordings of the Objectives</li> <li>● Finalize the wordings of the Key Results</li> <li>● Finalize Success Metrics – what we will measure success by.</li> </ul>	<p>Within 2 weeks:</p> <ul style="list-style-type: none"> <li>● Chair develops his best attempt at a final proposal for the OKRs, consulting as needed with relevant staff or other stakeholders to ensure their feasibility and comprehensiveness, particularly with respect to refining the success metrics.</li> </ul>

**July 2022 - Finalize Strategic Vision & Prepare for Vote**

Pre-Work	Objectives for Meeting	Post-Work
<p>About two weeks prior:</p> <ul style="list-style-type: none"> <li>● All Committee members review final OKRs draft, marking it up with comments for areas that should be further refined or revisited.</li> <li>● Chair sends OKRs draft to the Board and solicits optional feedback: would you vote “yes” on this as it is? How enthusiastic would you be about voting “yes” on this? What are you unenthusiastic about?</li> <li>● ED sends OKRs draft to the staff and solicits optional feedback: would you be willing to orient your work to these goals? How enthusiastic would you be about it? What are you unenthusiastic about?</li> </ul>	<ul style="list-style-type: none"> <li>● Further refine the language of OKRs and Success Metrics</li> </ul> <p><b>Meeting Output:</b></p> <ul style="list-style-type: none"> <li>● Final strategic vision proposal</li> </ul>	<ul style="list-style-type: none"> <li>● Chair prepares a final package with strategic vision, survey results, and other created collateral for a vote during Board’s July Meeting</li> </ul>