Strategic Planning Framework

Please use this planning framework as a resource when developing the goals and scope of work for your project. You may wish to address some or all of the elements listed below in your overall project plan. Please note that specific goals and deliverables will vary depending on each individual grantee.

I. Vision
- Explicitly articulated rationale for the program and its value for all partners
- Explanation of how the program will address students' and families' needs
- Clearly articulated leadership structure with identified roles and processes
- Timeline of project including significant milestones

II. Community Engagement
- Plan for how the grantee will communicate with community stakeholders (i.e. parents, teachers, etc.) to establish support
- Relationship-building process with Head Start staff, leaders, and families to ensure they are informed and understand the transition

III. Partners
- Recruitment of additional partners as needed for effective implementation
- Development of Memorandum of Understanding (MOU) to clarify the terms, roles, and responsibilities of each partner
- Description of the role the Parent Advisory Council will play

IV. Research
- Review of the evidence base for the approach with the specific population to be served
- Establishment of a research plan or partnership to evaluate program success
- Collection of demographic data for future analysis

V. Environment
- Inventory and purchase of needed supplies and materials to establish authentic learning environment
- Analysis of available program space and how it will be used
- How the quality of the environment will be measured
VI. Learning Outcomes
- Analysis of how the new approach aligns with Head Start Performance Standards
- Review of the curriculum with state early learning and development guidelines
- How student progress will be measured and what assessments will be used
- Description of program’s early learning goals and its definition of school readiness

VII. Finance and Operations
- Development of annual budget
- Creation of a long-term financial model to ensure sustainability of the program
- Plan for contracting with other organizations for required services and supplies

VIII. Educator Training
- Training of program leaders, teachers, and staff in new approach
- Plan to provide ongoing professional development for staff
- Review/piloting of specific tools and interventions to improve teacher practice