

Strategic Planning Grid

WHAT	WHY	WHO	HOW	WHEN	WHERE	HOW MUCH	ACCOUNTABLE TO WHOM	EVALUATION PROCESS

TO DO LIST & STATUS REPORT FOR *MAJOR* ITEMS

Department:					
Responsible person:					
Date:					
#	Item	Date Item Received	Status	Projected Completion Date	Actual Completion Date
1.					
2.					
3.					
4.					

All people making reports should do the following four things:

1. Report *data*.
2. Create meaning by providing *implications* of the data.
3. *Recommend* actions for the implications.
4. Be ready with *strategies* once recommendation(s) have been decided.