

ToP Training: Comparison between ACTION PLANNING & STRATEGIC PLANNING

Components →	Timeframes	Environmental Scan	Vision	Current Reality	Strategies	Short-Term Objectives	Action Plans/ Calendar
<i>Action Planning</i>	<p>A short-term, from 8 weeks to a year</p> <p>Takes about 3-4 hours to complete an action plan of this type.</p> <p>Follow-up is often achieved through weekly task force leader meetings or monthly gatherings of all involved.</p>	<p>Lists background information, decisions already made, etc.</p>	<p>A quick look at the desired outcome, describing the victory in some detail.</p>	<p>Looks at current strengths and weaknesses, as well as potential benefits and dangers.</p>	<p>Compares the Victory description with the Current Reality picture to determine and state the real commitment.</p>	<p>These are the key actions needed to achieve the commitment grouped by the task forces which will carry them out.</p>	<p>After the whole group has given input into task forces, each TF meets to review its actions, and create its own plan of work over the given time frame. These are put on a large calendar and coordinated w/all task forces.</p>
<i>Strategic Planning</i>	<p>A long-term, from 3 to 10 years</p> <p>Takes about 5 solid 3-4 hour sessions to complete a strategic plan using participatory methods.</p> <p>Follow-through requires strong leadership and regular tracking and re-maneuvering</p>	<p>Usually substantial: from accomplishments to history, industry trends, the strategic juncture being faced, etc.</p> <p>Could be from an hour to a whole day.</p>	<p>An entire session of 3-4 hours, looks into the future 3-10 years, depending on the client's needs.</p>	<p>Looks at the client's current situation, assesses the underlying contradictions which are blocking the realization of the vision; may include an assessment of the advantages that need to be captured and built upon.</p>	<p>A multi-focused approach to dealing with the underlying contradictions and assessing appropriate strategic intents.</p>	<p>One of the most critical steps to ensuring appropriate action: Assesses the strategic intents and determines which will be launched within the first 90-days, plus selecting the team to be charged with responsibility for reaching the objectives.</p>	<p>Responsible teams develop their specific action plans for implementation of the 90-day objectives. This includes assessing needed resources and collaborators.</p>