

**Strategic Planning Workplan and Strategic Planning Committee - 2023**

Phase	Activities	Lead	Timeframe	Deliverable	Emerging Questions to Address
<b>1 Plan Launch/ Organization</b>	Identify key issues to explore Finalize workplan	Council, Staff	May-July	Finalize workplan and establish committee	What are NMCOG’s historic and current organizational conditions and how does NMCOG compare with other RPAs?
	Form Strategic Planning Committee (SPC) at February Council meeting	Council			
	Meet with SPC to agree on design of Environmental Scan	SPC, Staff			
<b>2 Environmental Scan</b>	Draft, finalize, distribute survey: potential audiences - NMCOG staff; NMCOG Council; funders; partners; participants; others	SPC, Staff	July-September	Interim Report	What should the direction of the agency be for the next three years?  What are the new initiatives that are in the pipeline?  In what ways can NMCOG improve communications (internal and external)?  How can we improve Council, Town/ City staff, and NMCOG staff collaboration?  What is the relationship between NMCOG and the NMMPO, and the LRTA, and member municipalities, and the legislative delegation?  What is the Council members’ roles?  How do we get buy-in from all nine communities on priorities/ initiatives?
	Convene focus groups: potential audiences - NMCOG staff; NMCOG Council; funders; partners; participants; others TBD	SPC, Staff			
	Conduct stakeholder interviews: est. 10; funders, partners, other stakeholders	SPC, Staff			
	Analyze all data and prepare interim report	Staff			
	Review outcomes to-date/ progress reports	Council			
	Meet with SPC to review report, analyze, plan next steps	SPC, Staff			
	Draft and finalize agenda and plans for retreat for NMCOG staff; NMCOG Council; funders; partners; participants; others TBD	SPC, Staff			
	Hold retreat for NMCOG staff; NMCOG Council; funders; partners; participants; others TBD	SPC, Staff			
<b>3 Finalization of Mission, Values, and Key Priorities</b>	Meet with SPC to review findings from the scan; review/ set initial strategic direction: mission, vision, priorities, and plan next steps	SPC, Staff	Septmeber-October	Key components – mission, values, high level priorities	What are NMCOG’s priorities for the next three years?  Do we have staff capacity and skillsets, including funding, to advance the priorities?  What improvements in technology are needed at NMCOG and/ or to assist communities?
	Progress report to Council	SPC, Staff			
	SPC develops three-year plan details for each priority or delegates to existing committee structure: goals, strategies, measures of success	SPC, Staff			
	SPC discusses organizational goals and implications: Council and other structures; staffing and resource implications for the plan	SPC, Staff			
<b>4 Draft Plan Details – Goals, Strategies, Measures of Success</b>	Share emerging themes and components with the NMCOG staff and Council	SPC, Staff	October-December	Draft Strategic Plan	
	Strategic Plan final draft	SPC, Staff, Council			
	Year 1 action plan drafted	Staff			
<b>5 Final Plan</b>	SPC presents Strategic Plan to the NMCOG Council For approval	SPC, Staff	December-January	Approval of Strategic Plan	

**Strategic Planning Committee:**

The NMCOG Council Strategic Planning Committee is focused on the development of a NMCOG Strategic Plan which will include an organizational mission statement and an organizational statement of values and will outline key priorities, goals, strategies and measures of success for a three-year timeframe. The Committee will work with the Executive Director to assist with all phases of the plan, including review of agendas and materials for interviews, surveys, retreat, and other engagement as needed. The Committee will provide progress updates to the full Council at monthly meetings. The Committee will be responsible for finalizing the draft plan and recommending the plan for adoption at the fall Council annual meeting. The Committee will be composed of four NMCOG Officers, two additional NMCOG Council members, three NMCOG staff, including the Executive Director, one LRTA staff, and one NMMPO member.