**SAMPLE Timeline *Comprehensive Strategic Plan Update 2017***

The chart below is for reference and is not required to be submitted with the Plan. Each coalition should work directly with their Prevention System Manager to establish your timeline. A Microsoft Excel template - has been prepared for your use and can be found at [www.theAthenaForum.org](http://www.theAthenaForum.org).

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| **Suggested Timeline to Complete Comprehensive Strategic Plan Update for June 15, 2017** | | | | | | | | | | | | | | |
| **Steps** | | July 2016 | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
| Step 1 | Develop a timeline for drafting, reviewing, and revising the coalition’s Strategic Plan. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 2 | Review this Guide, chapter 4. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 3 | Review Organizational Development of coalition (Getting Started and Capacity Building). |  | x | x | x |  |  |  |  |  |  |  |  |
| Step 4 | Review and document how the coalition is organized and functions and any updates or key changes decided upon. |  |  | x | x |  |  |  |  |  |  |  |  |
| Step 5 | Review the coalition’s Cultural Competency and Sustainability in each section. Document updates. |  |  |  |  | x | x |  |  |  |  |  |  |
| Step 6 | The coalition completes the Needs and Resource Assessments (Assessment). |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 7 | Begin writing summary reports from each of the Assessments. |  |  |  |  |  |  |  |  |  | x |  |  |
| Step 8 | Add updates and changes from Assessment to draft of the Updated Strategic Plan. |  |  |  |  |  |  |  |  |  | x |  |  |
| Step 9 | The coalition reviews the first draft of Updated Strategic Plan. |  |  |  |  |  |  |  |  |  |  | x |  |
| Step 12 | The coalition reviews strategies, activities and timelines for implementation. Review and discuss program effectiveness - process and outcome measures. (Planning). |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 13 | Update the Plan and Implementation sections of the coalition’s Strategic Plan. (Including logic model, Action Plan and Budget.) |  |  |  |  |  |  |  |  |  |  | x |  |
| Step 17 | Review coalition’s evaluation plan and make necessary revisions. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 18 | Update the Executive Summary. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 19 | The coalition reviews draft of Updated Strategic Plan. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 20 | Send a draft of the Updated Strategic Plan and all attachments to DBHR Prevention System Manager. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 21 | Make final revisions to the Updated Strategic Plan based on feedback. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 22 | Get coalition approval of final Updated Strategic Plan. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 23 | Submit Updated Strategic Plan to DBHR by June 15 for review. |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 24 | Once approved, publicize Plan to coalition, partners, and community. Celebrate! |  |  |  |  |  |  |  |  |  |  |  |  |