



West Indies School of Theology

OP5/1 - Procedure for the Strategic Planning, Approval, Review and Monitoring Process

PURPOSE:

To establish a procedure for the systematic development and monitoring of the School's strategic plan to ensure that it is in line with the institution's vision, mission and objects.

SCOPE:

This procedure covers the triennial planning and resultant operational plans developed to meet the identified objectives

RESPONSIBILITY:

The Board of Governors is responsible for:

- Approving the Triennial Strategic Plan of the School

The Board of Directors is responsible for

- Reviewing and transmitting the Triennial Strategic Plan of the School to the Board of Governors for approval

The President is responsible for

- Submitting a draft Triennial Strategic Plan to the Board of Directors
- Periodically updating the Board of Directors on the status of strategic action items

The Administrative Committee is responsible for

- Assisting with drafting the Triennial Strategic Plan and associated action plans
- Implementing, monitoring and reviewing the strategic plan and associated action plans



DEFINITIONS

The following definition is associated with this procedure.

TERM	DEFINITION
SWOT Analysis	- An analysis of the organisation's strengths, weaknesses, opportunities and threats

REFERENCES

Charter and By-laws of the West Indies School of Theology

DOCUMENTATION

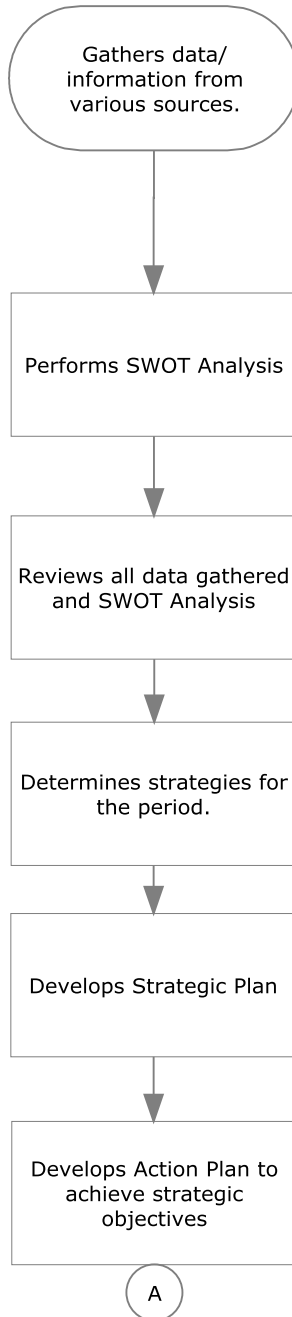
Strategic Action Plan Review Template F62



PROCEDURE:

Planning & Approval

Administrative Committee*



Sources of data/information include but may not be limited to:

- Mission and Vision statements
- Previous objectives
- Market information
- Feedback from stakeholder surveys
- Feedback from staff and students
- Trend data
- Review of organizational performance
- Financial status
- Outcome of assessments

Defines strategies including:

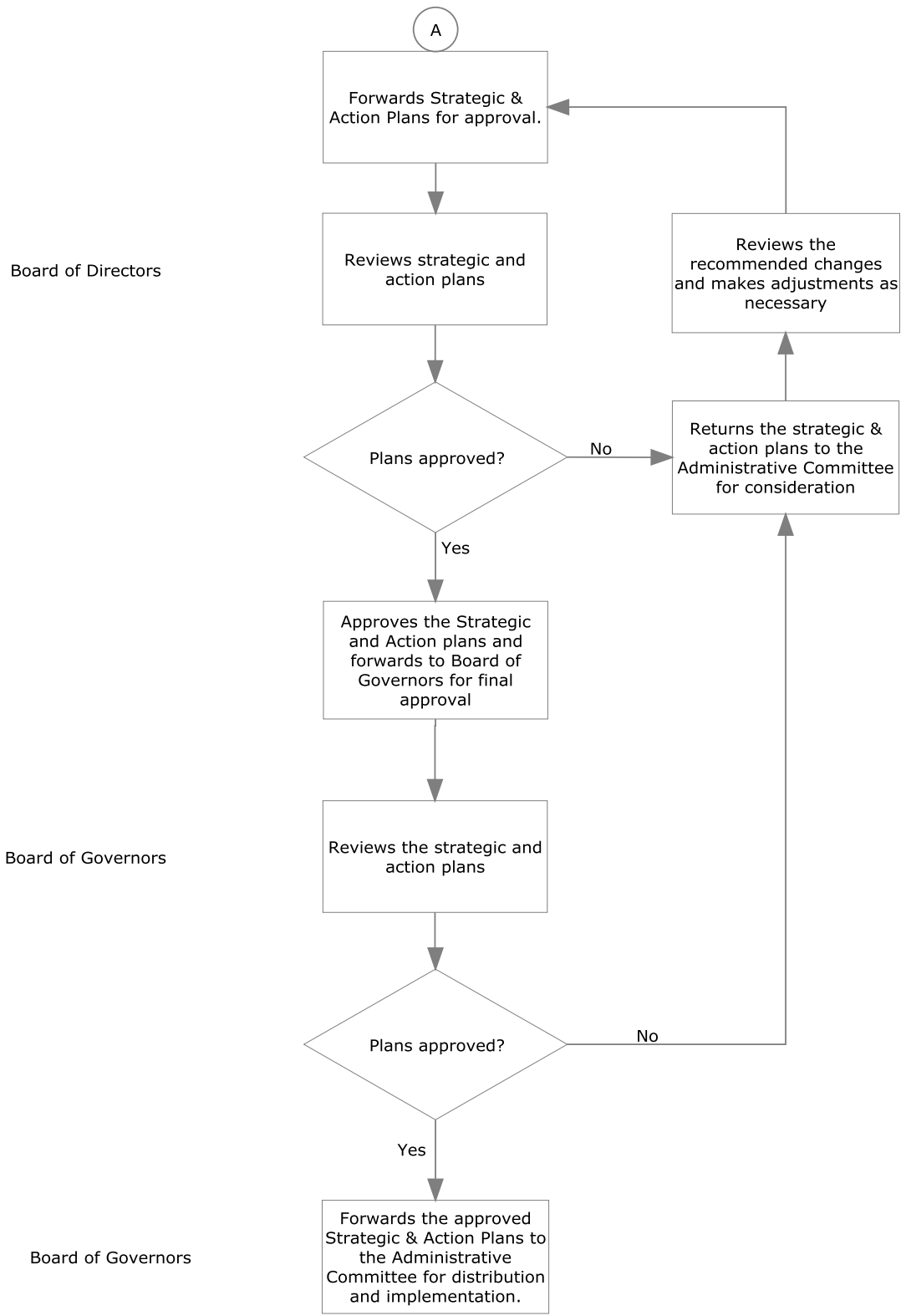
- Objectives/Goals
- Resource requirements (financial) where applicable

Determines:

- Priority
- Responsibilities
- Resources required
- Completion dates



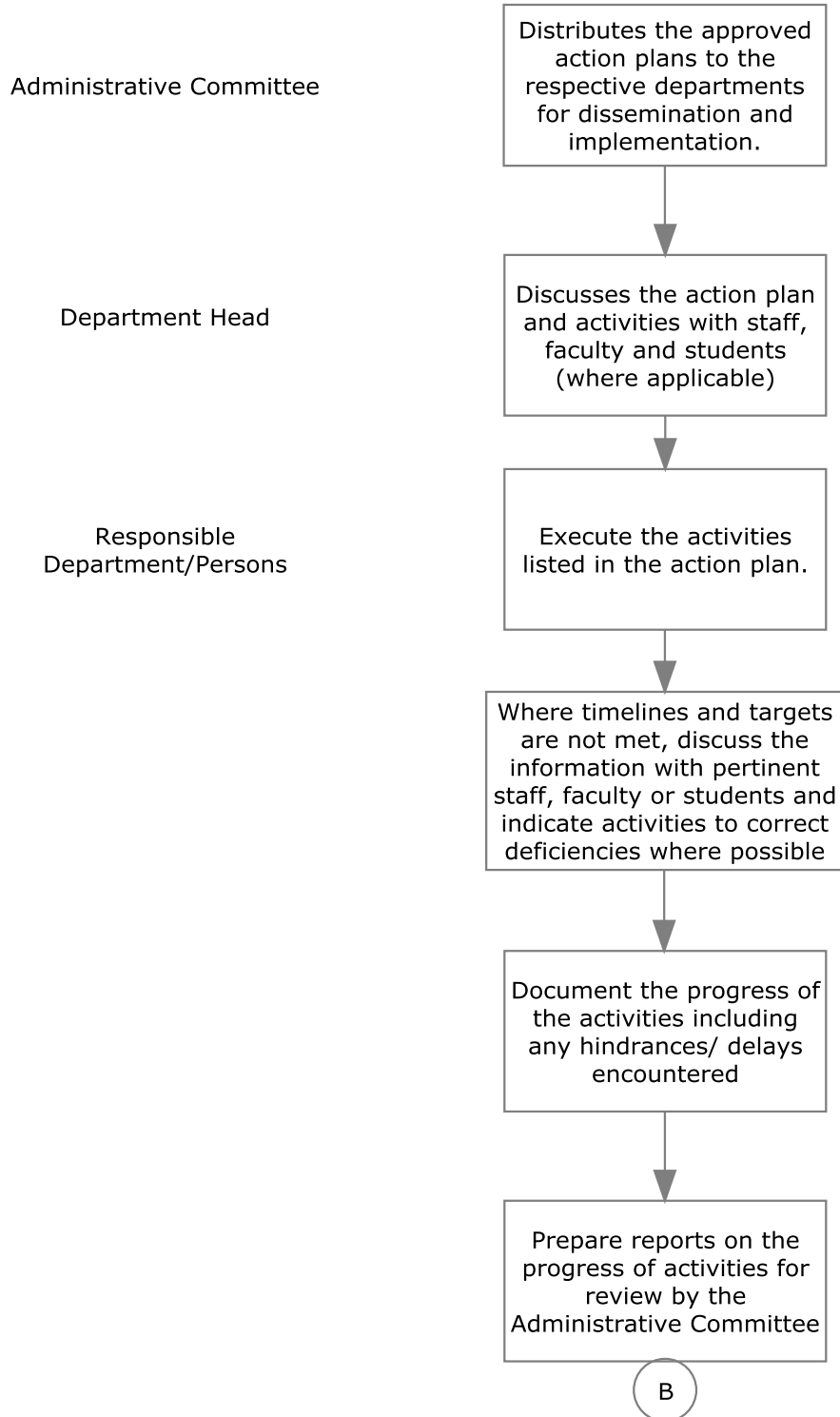
STRATEGIC PLANNING, APPROVAL, MONITORING AND REVIEW PROCESS



Note: The Administrative Committee consists of representatives from each area of the institution.



Monitoring & Review





STRATEGIC PLANNING, APPROVAL, MONITORING AND REVIEW PROCESS

