

Micro Strategic Plan Template

1. Initiative Overview

Title of Initiative: _____

Department/Team: _____

Lead Staff/Point of Contact: _____

Start and End Date: _____

Brief Description:

Alignment with Mission:

2. Strategic Objectives

Objective 1 (SMART): _____

Objective 2 (SMART): _____

Objective 3 (SMART): _____

3. Key Activities & Milestones

Activity | Owner | Due Date | Milestone/Outcome

4. Resource Needs

Staffing/Board/Volunteer Support: _____

Budget Estimate: _____

Tools, Technology, Supplies: _____

External Support (Consultants, Partners): _____

5. Stakeholders & Communication

Stakeholder Group: _____

Communication Method (e.g., Email, Meetings): _____

Frequency: _____

6. Success Metrics & Evaluation

Key Performance Indicators (KPIs): _____

Data Collection Tools/Methods: _____

Evaluation Frequency: _____

Lessons Learned & Next Steps:

7. Risks & Mitigation Strategies

Risk | Likelihood (Low/Med/High) | Impact | Mitigation Strategy

8. Final Review & Approval

Prepared By: _____

Reviewed By: _____

Date Approved: _____

Next Review Date: _____