

Guidance for HHS Agencies on the Strategic Planning Process

1. Agency Councils will play a key role in the development of each agency's strategic plan
 2. Each Agency Council should be provided an opportunity early in the plan development process to offer input into the strategic plan. For example, an Agency Council could be given an opportunity to review and comment on a list of issues the agency plans to address in its strategic plan. (December 2005—January 2006)
 3. Each Agency Council should also have an opportunity to offer input in response to a draft, or at least a detailed outline, of its strategic plan.*
 4. Agency Councils should receive public/stakeholder input when there is a draft, or at least a detailed outline, of the plan available to the public and stakeholders.*
 5. Each Agency Council will be asked to select a member to attend a series of public hearings on the consolidated strategic plan at several locations around the state. (April-early May 2006)
 6. Agency Councils may wish to consider creating subcommittees in relation to strategic plan development.
 7. Agencies are encouraged to involve their other advisory committees in strategic plan development and should use the approach best suited to the role and expertise of their particular advisory committees.
- * **Note:** In the strategic plan development process, a goal is to have a draft strategic plan for each agency by March 1. An optimal time for agencies to obtain input on the draft from their Councils, the public and stakeholders, would be during March. This would allow for such input to be considered for inclusion in the draft made available for the formal hearings around the State in April and May.