**Strategic Plan Service Steps**

**Step 1:** Client to complete and submit electronic order confirmation

**Step 2:** Client to complete and submit Strategic Planning Questionnaire and Review Telephone Agenda

**Step 3:** Scheduling of Telephone Interview

**Step 4:** Receive initial draft of plan via email within 10-15 business days.

**Step 5:** Review draft of plan and submit revision request to writer, if necessary.

**Step 6:** Submit an introductory message for inclusion in the plan, if desired.

**Step 7:** Review and approve final draft of plan.  
**Step 8:** Receive full strategic plan package via U.S. Priority mail, including hard copy and electronic copies of the plan on a CD-R.  
**Step 9:** Gather Board and staff to discuss commencement of the implementation of the strategies discussed in the plan.

**Step 10:** Review and evaluate whether specific objectives have been met.