

Standard Work Title	Original Adoption Date	Standard Work Number
Strategic Planning Process	10/24/2022	IR-840
Responsible College Division/Department	Responsible College Manager Title	
Strategy	Vice President of Strategic Development	

Standard Work (Step-by-Step Instructions)
<p>Lakeshore College uses a rigorous process involving staff and the community to develop its strategic plan to move the College forward. The strategic planning process contains iterative steps of data analysis, ideation, prioritization, validation, and communication. Lakeshore Board members, employers, community members, students, and employees are to be involved.</p> <p>Data Review: The process includes analysis of data, both internal data and external data. The internal data audit includes quantitative statistics such as student success and volume statistics as well as qualitative data from feedback surveys, focus groups, Team Huddles, and other open conversations with employees and students. The external data review includes an external environmental scan and input from community members and employers.</p> <p>Ideation and Prioritization: The ideation step involves brainstorming and reviewing best practices to come up with improvement ideas and areas of focus. These ideas then get prioritized by the Lakeshore Leadership Team.</p> <p>Validation: Validation is critical in this process. The Lakeshore Board members, employees, and the community are provided opportunities to give feedback and validate ideas and areas to focus on.</p> <p>Communicate: After validation is complete, the Leadership Team communicates the new mission, vision, beliefs, strategic areas of focus, and the strategic priorities to internal and external stakeholders.</p> <p>The College's Mission, Vision, Strategic Areas of Focus and Beliefs are long term strategies (5+ years). These area reviewed annually through the Plan and Budget Process.</p>

Definitions
<p>Standard Work (SW) – Standard Work is written, step-by-step instructions for a workflow. It documents the best, systematic practice that should be followed consistently, until it becomes the basis for improvement.</p>