

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

PROCEDURE NUMBER: MSP-D-004	SUBJECT: Long Range Strategic Planning Procedure
ORINATION DATE: 1/30/03	ACCOUNTABILITY: Senior Director
APPROVAL DATE: 2/4/03	APPROVAL BY:
REVISION DATE:	PAGE NO: 1 OF 4

1.0 OBJECTIVE

- 1.1 This procedure defines the strategic planning process used by the Long Range Planning Committee (LRPC) of the Minnesota Section to carry out its responsibilities to maintain a Long Range Strategic Plan (LRSP) for the Section as defined in the LRPC policy MSP-D-001.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 Minnesota Section Policy MSP-D-001
2.2 Minnesota Section Bylaws

3.0 SUPERSEDES

- 3.1 None

4.0 LONG RANGE STRATEGIC PLANNING PROCEDURE

The LRPC will perform the following steps, as a minimum, to develop a baseline comprehensive plan for short term and long term Section goals and objectives and each year enhance the baseline plan to meet changing conditions and to ensure continued Section growth in member and services.

- 4.1 Process for developing the annual Minnesota Section LRSP (See Fig. 4.1)
- 4.1.1 Plan data collection and analysis of pertinent data from these sources and others:
 - 4.1.1.1 National ASQ's LRSP and available data,
 - 4.1.1.2 Readings on current and anticipated future trends in quality,
 - 4.1.1.3 Inputs from Section leaders, members and committees,
 - 4.1.1.4 Financial status of National ASQ and the Section,
 - 4.1.1.5 Membership support of, and attendance at, Section activities
 - 4.1.1.6 Surveys and questionnaires utilized by various Section activities, and
 - 4.1.1.7 Additional surveys the LRPC may request from the Directors, as they feel are needed to guide them in their deliberations.
 - 4.1.2 Collect and analyze available data.
 - 4.1.2.1 Analyze industry quality trends as well as user satisfaction and dissatisfaction data.
 - 4.1.2.2 Project impact of this information on Section direction, both short term (one to two years) and long term (over two years).
 - 4.1.3 Identify gaps between long/short term needs and current direction/practices.
 - 4.1.3.1 Define the issues,
 - 4.1.3.2 Define global goals
 - 4.1.3.3 Define specific, measurable, attainable, relevant and target-dated goals

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- 4.1.4 Update LRSP annual in time for the April Executive Board meeting – the Plan will include recommendations for new and/or updated long and short term goals relative to:
 - 4.1.4.1 Future membership needs in the areas of education, support, and networking
 - 4.1.4.2 Strategies to increase member involvement
 - 4.1.4.3 Enhancements to Section programs and events.
 - 4.1.4.4 Section organization needs or enhancements to support future Section growth
 - 4.1.4.5 Policies and procedure to guide Section services and growth.
- 4.1.5 Four months after presenting the updated LRSP, perform a gap analysis of the Executive Board’s execution (planning and management) of the LRSP relative to:
 - 4.1.5.1 Implementation plans
 - 4.1.5.2 Integration of the plans and metrics into the Section Management Program (SMP)
 - 4.1.5.3 Assigned execution activities, including schedule, metrics and tracking
 - 4.1.5.4 Training of Section officers on the LRSP
 - 4.1.5.5 Adjustments made to implementation plans based on implementation results
- 4.1.6 With a goal of continuously improving the long range planning process, recommend to the Executive Board actions relative to execution gaps. Also, take action to:
 - 4.1.6.1 Update/enhance source documents and references
 - 4.1.6.2 Study current and future cultures
 - 4.1.6.3 Act on dispositions of the Executive Board relative to gap recommendations
- 4.1.7 Throughout the long range planning process, provide visible sponsorship of an active leadership development program and provide emphasis on increasing membership and user participation in program/service development and implementation.
- 4.1.8 Start the annual LRSP cycle over at paragraph 4.1.1.

4.2 LRPC Reports

- 4.2.1 The Committee will report any enhancements and changes to the baseline strategic plan in the form of a revised copy of the plan. This will be reported via the designated LRPC Chair (the Senior Director, or his/her designee), to the Executive Board in April of each year at a regularly scheduled Executive Board meeting,
- 4.2.2 The designated LRPC Chair will report the deliberations and conclusions of the LRPC to the Executive Board periodically, but not less than once each fiscal quarter in September, December, March and June
- 4.2.3 The Senior Director will make interim reports as needed to apprise the Executive Board of progress and bring before the Executive Board policies, procedures and other motions for Executive Board approval.

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5.0 APPROVAL

Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Sr. Director

Date

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Fig. 4.1 – Strategic Planning Process

