



Alliance for Friendly River Strategic Plan Scope of Work

Date: month day, year
To: Jane Doe, Executive Director
From: STAFF, River Network staff

Project Objective:

To assist the staff of the Alliance for Friendly River (AFR) with the development of a Strategic Plan that:

- identifies what the organization intends to accomplish in the next 3 years;
- prioritizes its programs according to community needs;
- ensures that the programs are aligned with the organization's mission and vision; and
- directs resources toward accomplishing its goals.

The planning process will involve all staff members and others as appropriate (volunteers, advisors, etc). Staff will employ phone conferencing, emails facilitated in-person meetings, and preparatory and follow up assignments. At the end of the process AFR will have a written strategic plan from which the annual work plan, budget, and fundraising plan can be developed.

River Network will: (see draft work plan below)

- Prepare with staff logistics and timeline for the planning process
- Interview by phone/survey staff and others as determined by AFR
- Facilitate in person a two-part planning session
- Provide pre- and post-session materials
- Assist with the compilation of the written plan
- Provide follow up by phone and/or email, as needed, to gauge progress

Staff of AFR will: (see draft work plan below)

- Complete River Network's online assessment, Parts 1 and 2
- Commit to full attendance at the facilitated session
- Complete "homework" in preparation for the session
- Take the lead on writing the planning document
- Actively engage in the development and implementation of the plan derived from the process
- Establish a timeline to complete "next steps" (such as drafting the annual workplan, budget and fundraising plan)
- Evaluate on a regular basis the progress made toward fulfilling the goals of the plan

Estimated Project Fees:

River Network Consultant Time (46 hours * \$120)	\$5,520
Travel Costs	\$ 200
Materials	\$ 100
Total Cost	\$5,820

DRAFT Work Plan	AFR	RN	Timeline	Billable Hours
Complete the RN online assessment Part 1 – Status Report Part 2 – Internal Assessment	Jane Doe Jane, Staff and other volunteers	STAFF provides links	Sept/Oct	1
Finalize planning process and timeline	Jane	STAFF	Oct	2
Write a history of AFR	Staff/Interns		Oct	
Compile a list of external stakeholders to be interviewed	Staff	STAFF advises	Oct/Nov	
Conduct staff interviews		STAFF	Nov	6
Conduct external interviews (10-12)	Staff	STAFF	Nov	12
Compile data from interviews		STAFF	Dec	8
Finalize agenda and logistics for the strategic planning session(s)	Jane	STAFF	Jan	4
Facilitate two planning sessions		STAFF	Feb/Apr	4
Write up session notes	Assigned person	STAFF	Mar/Apr	1
Draft Strategic Plan document and flesh out details	Staff	STAFF advises	Apr/May	2
Revise document as needed and finalize Strategic Plan	Staff		May	1
Develop annual work plan for Board and committees	Staff	STAFF advises	May	1
Implement plan	Staff and volunteers		Summer	
Follow up with periodic check-in calls to review progress on its implementation.	Staff	STAFF	Summer	4
TOTAL				46