

INCORPORATED TRUSTEES OF THE ANGLICAN CHURCH IN THE DIOCESE OF TRINIDAD AND TOBAGO (ITACD TT)

Strategy Planning and Implementation Evaluation Form

The purpose of this form is to evaluate strategy planning and implementation of priority areas of the ITACD TT Strategic Plan 2016-2020. The evaluation form is divided into four (4) sections: **a)** Background, **b)** 2017 Action Plan and 2017 Work Plan, **c)** Strategic Planning, and **d)** Implementation Phase.

This form should be completed by an individual(s) who worked on the **2017 Action Plan** and **2017 Work Plans** of the **ITACD TT Strategic Plan 2016-2020**. Please submit this completed form to the Diocesan Council Sub-Committee.

A. Background

1. Name of Parish: _____
2. Name of Person(s) Completing Form: _____

3. Your Role in Parish: _____
4. Today's Date: _____

B. 2017 Action Plan and 2017 Work Plans

5. Did your parish complete a **2017 Action Plan** to implement the ITACD TT Strategic Plan 2016-2020? (**Select one**)
 - a. Yes _____
 - b. No _____
6. If **Yes** to #5, what date was the **2017 Action Plan** submitted? _____ / _____
month year

7. If **Yes** to #5, did your **2017 Action Plan** include initiatives (or programs) under the following perspectives?

Check one for each item

2017 Action Plan Perspectives		Yes	No
a	Community (i.e., activities conducted in the parish community)		
b	Learning and Growth (i.e., activities related to staff training and development to conduct parish community activities)		
c	Finance (i.e., activities related to raising and disbursement of funds to conduct parish community activities)		
d	Internal Processes (i.e., activities related to the establishment of committees to conduct parish community activities)		

8. If **Yes** to #5, did your **2017 Action Plan** address the following items for your parish:

Check one for each item

2017 Action Plan Items		Yes	No
a	Objective		
b	Initiative		
c	Responsible Person		
d	Partner/Ministry to Consult or Engage		
e	Target Date		
f	Success Indicator (i.e., <i>how can we measure or demonstrate that an initiative is completed or successful? benchmarks?</i>)		
g	Progress (i.e., <i>details of progress to date, useful information, barriers encountered</i>)		

9. Did your parish complete **2017 Work Plans** to implement the ITACDTT Strategic Plan 2016-2020?

- a. Yes _____
- b. No _____

10. If **Yes** to #9, did your **2017 Work Plans** address the following items for your parish?

Check one for each item

2017 Work Plan Items		Yes	No
a	Action Steps (i.e., <i>what will be done?</i>)		
b	Responsibilities (i.e., <i>who will do it?</i>)		
c	Timelines (i.e., <i>by when? day/month</i>)		
d	Resources (i.e., <i>resources available, resources needed— financial, human, political</i>)		
e	Potential Barriers (i.e., <i>what individuals or organizations might resist? how?</i>)		
f	Communications Plan (i.e., <i>who is involved? what methods? how often?</i>)		

11. Please indicate the name of parish committees and number of persons involved in developing the **2017 Action Plan** and **2017 Work Plans** to implement the ITACDTT Strategic Plan 2016-2020.

	Name of Parish Committee(s) Involved	Number of Persons
a		
b		
c		
d		
e		
f		

C. Strategy Planning

12. Please list the activities, services, and materials used by your parish during the **strategy planning** phase to develop the **2017 Action Plan** and **2017 Work Plans** to implement the ITACDTT Strategic Plan 2016-2020.

a. **Activities** (e.g. team building/group exercises)

b. **Services** (e.g., handouts, refreshments)

c. **Materials** (e.g., flip chart paper, multi-media)

13. Overall, on a scale of **1** to **5** with **1** being **Very Dissatisfied** and **5** being **Very Satisfied**, how satisfied are you with the **strategy planning** phase to develop the action plan and work plans to implement the ITACDTT Strategic Plan 2016-2020. (**Select one**)

- _____ 1 Very Dissatisfied
_____ 2 Somewhat Dissatisfied
_____ 3 Neither Satisfied nor Dissatisfied
_____ 4 Somewhat Satisfied
_____ 5 Very Satisfied

14. Please explain your choice for **Item 13**.

D. Implementation Phase

15. Has your parish begun to implement the 2017 Action Plan of the ITACDTT Strategic Plan 2016 - 2020? (**Select one**)

- a. Yes _____
- b. No _____

16. Overall, on a scale of **1** to **5** with **1** being **Very Dissatisfied** and **5** being **Very Satisfied**, how satisfied are you with the **implementation** of your Parish **2017 Action Plan** and **2017 Work Plans** of the ITACDTT Strategic Plan 2016-2020, at this time. (**Select one**)

- _____ 1 Very Dissatisfied
- _____ 2 Somewhat Dissatisfied
- _____ 3 Neither Satisfied nor Dissatisfied
- _____ 4 Somewhat Satisfied
- _____ 5 Very Satisfied

17. Please explain your choice for **Item #16**.

Parish Priest Signature

Date

Thank you for completing this form!