

P 5

The Five P's of Productive Planning

Purpose- A clearly articulated reason widely understood and accepted as necessary in order for our Synagogue to commit to a planning effort.

People- Effective planning requires the active involvement and commitment of Synagogue leaders and the participation of the clergy and key congregants.

Process- Clearly delineated set of activities that facilitate the development of a plan involving key congregants in making decisions about the current and future state of the Synagogue.

Product- The planning process normally results in a document that facilitates organizational change and provides guidance and direction to the congregation.

Progress- The plan should result in real changes that improve what the Synagogue does and/or how it functions. These changes should accelerate the congregation's progress or increase its capacity to execute its mission and achieve its goals.

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How Each Committee will develop a Strategic Plan

PURPOSE: What is the function of this committee?

Creating a partnership of mutual respect

Who are the lay leaders?

Who is the professional liaison?

Consistently report to the Temple President

Staff Members and Lay Leaders

PEOPLE: Recruiting and selecting committee members

Who are the committee members? What other key people from our congregation could be recruited to participate?

PROCESS: Identifying Action Items

Brainstorm about 3-5 goals that you see as important dealings of your committee for the next year:

Important Questions:

- *Why is each goal a priority?*
- *How does this committee support the Temple Israel Mission?*

Striving to be a holy congregation, Temple Israel is committed to the precepts of Reform Judaism:

Inspiring spiritual, education and ethical growth

— Torah **תורה**

Involving our members in worship

— Avodah **עבודה**

Improving our and our neighbors' communities through Tikun Olam (*Repairing the World*)

— Gemilut Chasadim **גמילות חסדים**

- *Have you reviewed the goals for this committee from the URJ? (If no, assign someone in the group to gather this information)*
- *What are our strengths, weaknesses, opportunities, threats (S.W.O.T) of this committee?*

PRODUCT: Create a Plan / Implementation Strategy

Once you have consensus on 3-5 action items. Go through the following steps for each of the above stated goals.

- Assign members of the committee to lead each specific action item.
- List possible tactics
(What steps do you need to take to make the action a reality?)
- Set time goals for each item you listed as a tactic
- Assign specific tasks within each action item to members of the committee with dates for check in to the committee chair and action item leader.
- Identify someone in your committee to research similar models.
(What other synagogues or member based organizations are doing)
- Make a timeline.
- Set dates for upcoming committee meetings
*(*We suggest you try to pick 3 dates to meet to work on this further)*

PROGRESS: This plan should result in real changes that improve what the synagogue does and/or how it functions. Accelerate the congregation's progress or increase its capacity to execute its mission and achieve its goals.

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**Please complete and submit
this sheet to the
Long Range Planning Committee**

PURPOSE:

What is the function of this committee?

PEOPLE: Recruiting and selecting committee members

Who are the committee members?

What other key people from our congregation could be recruited to participate?

PROCESS: Identifying Action Items

List brainstorm ideas:

PRODUCT: Create a Plan / Implementation Strategy

Action Item #1:

Contact person:

Steps to complete:

(Suggest timeline if possible)

Step to complete:	Who's working on it	Date to complete
1.		
2.		
3.		

Other notes:

Action Item #2:

Contact person:

Steps to complete:

(Suggest timeline if possible)

Step to complete:	Who's working on it	Date to complete
1.		
2.		
3.		

Action Item #3:

Contact person:

Steps to complete:

(Suggest timeline if possible)

Step to Complete:	Who's working on it	Date to complete
1.		
2.		
3.		

When are your next committee meetings?