

Departmental Strategy Planning Sheet

Department Name

Enter department

Planning Period

e.g., 2024 Q3-Q4

Department Lead

Name

Vision Statement

Enter the department vision

Mission Statement

Enter the department mission

Strategic Goals

#	Description
1	
2	
3	

SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats

Initiatives & KPIs

Initiative	Description	Owner	KPI / Metric	Target Date

Notes

Additional notes