

Project-Based Strategic Planning Document

1. Project Overview

Project Name: _____
Project Manager: _____
Sponsor: _____
Date: _____
Summary: _____

2. Vision, Mission and Objectives

Vision: _____

Mission: _____

Objectives:

- _____
- _____
- _____

3. Stakeholder Analysis

Stakeholder	Role	Interest	Influence
_____	_____	_____	_____
_____	_____	_____	_____

4. SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
_____	_____	_____	_____
_____	_____	_____	_____

5. Key Strategies

1. _____
2. _____
3. _____

6. Action Plan

Action	Responsible	Timeline	Resources	Indicators
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. Monitoring & Evaluation

- How will success be measured? _____
- Reporting frequency: _____
- Review process: _____

8. Risks & Mitigation

Risk	Likelihood	Impact	Mitigation
_____	_____	_____	_____
_____	_____	_____	_____

