

ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES

of Indiana

ACEC Indiana Short List

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Practical Strategic Planning Tips

By *Engaging Solutions, LLC*

The core of many successful businesses and organizations is the implementation of a quality strategic plan. Strategic is defined as "of great importance within an integrated whole or to a planned effect." The following pointers will help you think through the strategic planning process:

Make the strategic plan a priority.

Designate the time, staff, and resources to do it right. Designate a champion or someone on your team to manage/monitor the plan.

The strategic plan should reflect YOUR values, YOUR mission, and what YOUR clients and/or constituents expect from YOU.

Additionally, the number of pages of your plan is not the measure of a good strategic plan.

Take common sense steps when

embarking on the process of either initiating a strategic plan for the first time or conducting an update. Engage the leadership team and/or other key stakeholders in the process to ensure you have the buy-in you need on the front end to achieve desired outcomes. Develop a plan with clear action steps and communicate these to all parties.

Look for best practices. Having a good framework to develop your plan or update is crucial. The plan should have clear action items that are specific in nature and measurable in terms of successful completion. The basic components include: Vision and/or Mission, Goals, Objectives, Timelines and Responsible Parties. Some plans also include: Gap Analysis; Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis; and performance measures or reporting requirements.

Obtain an experienced facilitator and/or strategic plan specialist to help you through the planning process. You can do it alone, but it takes you away from the creative process of providing your input while the process is unveiling.

Finally, Communicate, Execute, Measure, and Update.

The key to a successful strategic plan is having champions in place who are willing to Execute, Measure, and Update. The strategic plan is a terrific tool when used effectively to plan, execute and measure your actions.

For more information about strategic planning, call Debbie Wilson or Tammy Robinson with Engaging Solutions, LLC at (317) 283-8300.

Upcoming Events

Thursday, Nov. 9th-Luncheon
Featuring Governor Daniels
11:30am-Hilton Hotel,
Downtown Indianapolis

Wednesday, Dec. 6th-Seminar
Federal Acquisition Regulations
\$149 member
\$225 non-member
8:30am-4:00pm
Somerset Conference Center
Indianapolis
Pre-registration required

Visit www.acecindiana.org
for more information



Get the Latest News on the Federal Acquisition Regulations

Don't Miss the Federal Acquisition Regulations Seminar!

On December 6, 2006, ACEC Indiana and Somerset CPAs will host "*The Latest Federal Acquisition Regulations: The Good, The Bad and The Ugly!*" seminar. This seminar is a "don't miss" opportunity for engineering firms that perform services under government contracts.

The one-day seminar will be divided into two sessions focusing on the Federal Acquisition Regulations (FAR). The morn-

ing session will focus on FAR terms for allowable and unallowable overhead. This session will help you determine what you can and can not include in determining your allowable FAR overhead, project costing, invoicing practices, explain governmental audit rules and help you prepare for a pre- or post-project audit!

The afternoon session will cover contract fee types (lump sum, cost plus to a max and cost plus fixed fee), invoicing issues and 12 tips for defining scope-of-work. It will also

cover how to identify and invoice for scope creep.

The seminar speakers have a combined 100 years of experience with FAR. They will do all they can to help you understand overhead so that you can help your firm control it, justify it and recover it. We are certain that this seminar will substantially increase your ability to make overhead work for you. We invite you to join us.

The fee is just \$149 for ACEC or AIA members and \$225 for non-members. This price in-

cludes the program materials and lunch. The seminar will qualify for five (5) PDH's toward license renewal certification.

For details and a registration form, please visit ACEC Indiana's web site, <http://www.acecindiana.org/documents/FARSeminar120606.pdf>

Seminar
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