

## **1.0 Purpose**

This procedure defines the methods used by Chair and Board of Directors to strategic plans, which include setting the quality and business objectives for the section. The section's strategic planning is executed through the Section Management Process (SMP) created and managed by ASQ Headquarters.

## **2.0 Chair**

The Section Chair elected by the ASQ Pittsburgh Section is accountable for establishing the section's strategic plan. The Section Chair may delegate certain activities, but remains personally accountable (as documented on the bylaws) for SMP activities.

The SMP chair is responsible for managing and coordinating the strategic planning process, and for serving as the initial point of contact with ASQ Headquarters. The SMP chair should assemble a formal or informal team to execute planning activities.

## **3.0 Board of Directors**

The Executive Committee of the Board of Directors is responsible for approving the strategic plan.

## **4.0 Planning Process**

### **4.1 Methodology**

The section's strategic planning is executed through the Section Management Process (SMP) created and managed by ASQ Headquarters. Detailed descriptions of the SMP process are available in paper and electronic form.

### **4.2 Input**

The planning process should include input from section members on as broad a basis as practical. Surveys, focus groups and open planning forums are good methods to solicit input. Inputs should address both the "as is" situation and anticipated future states, both internal to the section's affairs and external to it.

The planning for these inputs should begin no later than the spring of the months preceeding the SMP.

### **4.3 Strategy formulation**

Using the member input available, the section Chair (or SMP chair) shall identify strategies that address significant internal and external factors, in a way that best meets the section mission while optimizing the use of section resources (including volunteer time).

#### **4.4 Approval**

The strategic plan/section SMP is approved by the Executive Committee of the Board of Directors. The typical method used to signify approval is consensus reached at a board meeting.

#### **4.5 Tracking status**

The section Chair, as aided by the SMP chair, shall track the status of progress in implementing the strategic plan/section SMP. This status is typically reported and discussed in monthly Board meetings.

Where necessary, the Board shall adjust the resource allocation and/or objectives of a particular strategy.

#### **4.6 Reviews**

At the end of a fiscal year, the Chair shall review progress against the SMP and report the results to ASQ HQ.

### **5.0 Documentation**

Documentation is used and maintained as described in ASQ Headquarter's SMP process documents.

Revisions to this document shall be maintained by the SMP Chairman. Policy changes shall be approved by the ASQ Pittsburgh Section Board.

### **REVISION REGISTER**

Date	Revision Description	Page No.	Initials
1/15/06	Original Development	n/a	BMP