

# Organizational Development Overview

**Mission statement:** An organization's purpose or reason for being . . . a filter for determining direction and taking on new activities. "Does it fit with what we do or are all about?"

**Vision statement:** How an organization wants to evolve or a futuristic end-state it would like to pursue or achieve

**Goals:** Means by which an organization accomplishes its mission and moves toward its vision

- Administration: organizational status and structure, policies and procedures
- Services and programs: recruitment and retention of clients, performance
- Financial: management of revenue and spending, accounting practices, accountability
- Personnel: hiring, training and retaining staff
- Marketing, communications, public relations
- Information systems: computer and office technology

**Review and confirm or adjust organizational structure** (board, committees, staff, volunteers, etc.) so as to support the progress towards and achievement of intended goals

**Strategic plan:** A plan over time for an organization to address and accomplish its goals

- Actions: steps toward a given goal
- Timelines: dates when actions will be completed or measured
- Measures: criteria by which to judge action
- Evaluations: determinations of how well a goal was met

## New program or project decision-making process

1. Does it fit with our mission and/or vision? Yes, move forward. No, stop.
2. Do we have to do it or want to do it? "Every opportunity is not necessarily a good idea."
3. What's the concept plan – how will it work, who and how many will it serve, what will it cost, where will the funding come from?
4. Detailed plan – how will it work, who and how many will it serve, what will it cost, where will the funding come from?
5. What core abilities or skills will we need to acquire in order to "do it well?"
6. Decision – yes, no, when, to what degree . . .