

Strategic Planning Timescale

Date	Event/Activity	Commentary	Status
November 2017	College & University Advisory Groups	Workshops at existing meeting to provide input for scoping document on current strengths and weaknesses.	Complete
December 2017	Staff away day	Discussion on current activities and progress against strategic plan to help inform scoping document.	Complete
January 2018	Trustee Board Meeting	Key item of business to receive paper prepared by Director on initiating the strategic planning process, scoping document and agendas for following meetings/workshops.	Complete
February 2018	AGM & Strategic workshop	<i>Please note that our AGM and Advisory Group meetings in late February/early March had to be cancelled at short notice due to the extreme weather. This has had a knock-on effect to the strategic planning process.</i>	Cancelled
March 2018	College & University Advisory Groups		Cancelled
March/April 2018	Rescheduled Strategic workshop	Workshop to allow Trustees, Members, advisory group members and representatives from major college and university committees to input, following cancellation of the above AGM and Advisory Group meetings.	
March to May 2018	Drafting period		
May 2018	College & University Advisory Groups	Receive draft of strategic plan for comment.	
May 2018	Student Consultation period	We will consult with members of the advisory groups on carrying out small consultations with their own students and feed that back into the process.	
May 2018	Trustee Board Meeting	Receive draft of strategic plan for comment and approval.	
May to July 2018	External sector meetings	Use last cycle of sector meetings, e.g. SHEEC/CDN Quality Network to circulate draft and receive comment alongside individual meetings with key members to allow comment on draft.	
July to August 2018	Drafting period		
September 2018	Trustee Board Meeting	To receive redraft after sector comments and approve final version for launch.	
October to December 2018	Launch	Launch and associated publicity/circulation.	