*Parameters:*

* *Introduction – Name of Organization*
* *Organizational Review and Assessment*
	+ *SWOT Analysis and Reason for Needed Change*
* *Resource Assessment (facilities, equipment, technology, staff, etc.)*
	+ *Are all resources in place?*
* *Strategic Analysis and Planning*
	+ *Vision*
	+ *Mission*
	+ *Culture*
* *Governance, Leadership & Decision Making*
	+ *Leadership Assessment (shared & democratic)*
	+ *Committee/Work Group Assessment (In place and effective)*
	+ *Organizational Chart*
* *Project Assignment & Implementation*
	+ *Recommended Goals*
	+ *Objectives*
	+ *Implementation & Timeline Recommendation*
	+ *Description of Monitoring / Record Keeping*
	+ *Evaluation Method*
* *Ideal Results*
	+ *Results of change Summary*