*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*