

New York State Archives

Strengthening Archives

Strategic Plan Assessment Objectives

- Your repository has a written set of goals based on your mission statement.
- Your written plan includes short, medium and long-term activities designed to meet your repository's goals
- Your plan is regularly reviewed by your repository's staff and governing authority

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Does your repository have a written set of goals?				<ul style="list-style-type: none">• If no, initiate a planning process involving staff, managers and representatives from your governing authority.• Assess your repository's strengths, weaknesses and available resources• Identify new projects• Have your plan approved by your governing authority.
If you have written goals, do they include specific activities designed to meet your goals?				<ul style="list-style-type: none">• With staff input, draft a written set of activities that will meet your goals• Ensure the activities in your plan are specific, measurable and achievable
Has your staff and governing authority recently reviewed your plan?				<ul style="list-style-type: none">• Revise your plan to reflect any significant changes in your repository (e.g. budget restrictions or windfalls, changes in staffing levels, dramatic changes in user community)

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Do you consult your written plan when considering undertaking a new project?				<ul style="list-style-type: none">• Consider whether new projects conflict with the goals, objectives or activities in your strategic plan• If your new project is important to fulfilling your mission, revise your strategic plan to include your project.
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