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SUBJECT	STRATEGIC PLANNING		

1.0 OBJECTIVE

To provide a step-by-step guide in the conduct of strategic planning for the organization.

2.0 SCOPE

This procedure covers all activities needed in the development of the DOST-IX's Strategic Plan. It details the eleven (11) key phases from the review of vision and mission to the implementation, monitoring/ evaluation and continual improvement of the strategic plan including the risks and opportunities associated with the process.

3.0 ACCESS

This procedures manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.

4.0 DEFINITION OF TERMS

Strategic planning is a systematic process that involves assessing an organization's present condition and defining its desired future state. It entails examining the strengths, weaknesses, opportunities, and threats of the organization and establishing specific objectives and goals in alignment with its vision.

5.0 RECORDS

- Strategic Plan
- Vision & Mission Statements
- Strategy Map
- Balanced Scorecard

6.0 REFERENCE

- DOST Vision
- DOST Mission
- Outputs of DOST ManCom Workshop
- Individual vision inputs from the workforce
- RDC Plan
- National S&T Agenda

Prepared by:	Approved by:
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QMS Secretariat	Quality Management Representative

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6.0 PROCEDURE **FLOW PERSON DETAILS** RESPONSIBLE Start DOST-IX's strategic planning process is Revisit Vision and Management characterized by (11) key phases that Mission Committee & proceed sequentially. Functional Unit Heads **Revisit Vision and Mission** Inputs: DOST Vision **DOST Mission** Outputs of DOST Mancom Workshop Individual vision inputs from the workforce Output: Vision and Mission Statements **Environmental Scanning** Management DOST IX addresses the issues of potential Committee & blind spots with a thorough environmental Functional Unit Heads supplemented scanning process by comprehensive consultation with stakeholders to ensure no vital factors are overlooked. Management Strategic Challenges and advantages are Committee & arrived at after a review of the following inputs Functional Unit Heads which served as critical inputs to the environmental scanning phase of the process. **Environmental Scanning** Inputs: National and international policy environment on Management STI, R&D policy directions and trends, International, Committee & regional, and national goals and priorities impacting STI, Functional Unit Heads

Current and anticipated geo-economic/geo-political environment locally and abroad, Employment, Industry, Workplace Trends and Skills Priorities, and Local and global indices pertinent to STI (Phillippine Development Plan, Global Innovation Index, Human Development

Output: Vision and Mission Statements

Index. etc.)

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