

Desired Outcome | Worksheet #1

Instructions: Identify the outcome you desire as a result of your strategic plan.

Advisory Board: First and Second Circles | Worksheet #2

Instructions: List key decision makers and crucial advising partners. Identify each board member as circle one: key decision maker; and circle two: crucial advising partner.

Board Member	The	Role/Responsibility	Circle
	Tribal Prosecutor		1
	School Superintendent		1
	Tribal School		1
	Tribal Clinic/Tribal Behavioral Health (health services, behavioral health) Invite to the meeting to see if they see value as an advisory board member		1-2
	Legislature – Chair of the Enforcement, Resource, Protection committee, invite out of respect, but may not be able to attend. Marci will approach the legislature to see how they would like to be involved.		1-2
	Community Resource Center CRC		3
	Menominee County Sheriff		2-4
	Menominee County Board		4
	AUSA Ben Whittemore		4
	County Social Services (board consider Tribal sovereignty when asking county services to be heavily involved in the advisory board.		1-4
	County Mental Health		1-4

Working Together | Worksheet #3

Instructions: Identify five barriers to working together.

1. Missing important partners
2. Maintaining community engagement
3. Commitment
4. Financial challenges
5. Data Collection

Instructions: Identify five enhancements to working together.

1.
2.
3.
4.
5.

Instructions: Document action steps needed to address the barriers and define how enhancements will support the plan for working together.

--

Describe the Tribe and the Target Service Population Worksheet #4

Instructions: Create a list of the types of relevant information to include in your description. Consider government structure as well as key demographics. Identify any additional relevant and unique characteristics that describe the target population for the planning process. This answers the question “Who will you serve?”

Government Structure	People

Places	Programs	Target Service Population

Quality of Life | Worksheet #5

Instructions: Describe unique and positive qualities of the tribe.

Health, environment, resources/programs,

Instructions: List your tribe’s justice system challenges that this plan is intended to address.

Vision and Mission | Worksheet #6

Instructions: List key words that can be used to describe the project’s vision.

-
-
-
-
-
-

-
-
-
-
-
-

Instructions: Write a statement that forms the basis for achievable goals.

Stakeholders: Third and Fourth Circles | Worksheet #7

Instructions: Identify each agency, group, or person needed to achieve the project's mission. Decide as a team if an MOU or MOA is needed in order to clarify roles, create a sustaining relationship or to create an institutional memory of an on-going partnership or resource sharing. Indicate "Yes" or "No" under the column titled "Agreement Needed". Begin to incorporate some of these specific items into the Letter of Introduction on worksheet #8.

Person	Agency	Role/Responsibility	Circle	Agreement Needed

Letter of Introduction Worksheet #8

Instructions: Prepare a letter of introduction and program description for the person you need to recruit as a stakeholder in the program.

30-60-90 Day Planning | Worksheet #10

Instructions: Develop an action plan (sometimes called a “time/task plan”) that outlines the specific tasks your team will perform over the next 1-3 months in order to complete your justice system plan. Next to each task, identify the person(s) assigned and the due date. This worksheet is intended to guide your team between now and the Phase 2 training.

Desired Outcome:			
Goal 1:			
Objective 1:			
Activities		Assigned Person(s)	Due Date
Objective 2:			
Activities		Assigned Person(s)	Due Date
Objective 3:			
Activities		Assigned Person(s)	Due Date

Goal 2:			
Objective 1:			
	Activities	Assigned Person(s)	Due Date
Objective 2:			
	Activities	Assigned Person(s)	Due Date
Objective 3:			
	Activities	Assigned Person(s)	Due Date
Goal 3:			
Objective 1:			
	Activities	Assigned Person(s)	Due Date

Objective 2:			
	Activities	Assigned Person(s)	Due Date
Objective 3:			
	Activities	Assigned Person(s)	Due Date
Goal 4:			
Objective 1:			
	Activities	Assigned Person(s)	Due Date
Objective 2:			
	Activities	Assigned Person(s)	Due Date

Objective 3:			
Activities		Assigned Person(s)	Due Date