

St. Crispin Strategic Plan: Implementation Training Guide

Objective: To equip the Strategic Planning Committee, administration, and faculty leaders with the frameworks and analytical protocols required to execute the St. Crispin 5-Year Implementation Roadmap successfully.

Module 1: Establishing the Foundation & Data Baselines (Months 1-4)

1.1 Structuring the Strategic Planning Committee

- **Objective:** Form a cohesive team representing administration, faculty, parents, and the board.
- **Action Item:** Define clear roles, responsibilities, and operational reporting structures for all committee members.

1.2 Baseline Data Collection & SWOT Analysis

- **NPS Survey Launch:** Deploy Net Promoter Score surveys to the parent community to gauge baseline satisfaction and perceived partnership.
- **SWOT Execution:** Facilitate sessions to document Strengths, Weaknesses, Opportunities, and Threats, specifically anchoring discussions in current institutional realities (e.g., the 180-student enrollment and \$40,000 deficit).
- **Data Audits:** Compile historical academic performance data, financial statements, and 5-year enrollment trends to establish a quantifiable baseline before setting operational targets.

Module 2: Operationalizing the Five Core Pillars (Months 5-7)

This module focuses on transitioning from theory to action by establishing specific, measurable, achievable, relevant, and time-bound (SMART) goals across the five pillars.

Strategic Pillar	Implementation Focus	Key Performance Indicator (KPI) Tracking
I. Catholic Identity	Launch parent speaker series (Sept) and quarterly curriculum nights.	Track parent partnership survey scores; aim to elevate mean score from 2.0 to >2.7.
II. Academic Excellence	Deploy Title funding for weekly pullout support; align priority standards.	Monitor MAP assessment pipelines. Target a 30% decrease in students at/below the 50th percentile between fall

Strategic Pillar	Implementation Focus	Key Performance Indicator (KPI) Tracking
		and spring.
III. Affordability & Accessibility	Onboard Community Engagement Coordinator; refine prospective family messaging.	Analyze year-over-year enrollment datasets. Target an increase in retention from X% to X%.
IV. Governance & Leadership	Host financial transparency town halls prior to the start of the school year.	Evaluate parent surveys on financial communication; target a shift from 1.0 to 4.0.
V. Strategic Planning	Conduct cost-to-educate analyses; restructure staffing to address deficits.	Track budget alignment progress and completion of the finalized 5-year strategic document.

Module 3: Analytics, Reporting, and Continuous Monitoring

3.1 Developing KPI Dashboards

To ensure operational vitality, implementation teams must transition away from static updates to dynamic reporting. Establishing automated data pipelines that feed into interactive visualization dashboards will allow the committee to monitor MAP scores, enrollment fluctuations, and survey results in real time.

3.2 Progress Review Cadence

- **Monthly Pillar Check-ins:** Subcommittee leads report on progress toward specific deliverables (e.g., the parent speaker series execution).
- **Quarterly Executive Reviews:** High-level review of financial stability and academic data shifts to ensure the 3-5 year budget remains aligned with strategic priorities.

Module 4: Finalization & Strategic Communication (Months 8-9)

4.1 Final Approvals and Budget Alignment

- Secure final review and approval from the board and Diocesan Schools Office.
- Ensure the 3-5 Year Budget accurately reflects the reallocation of resources (e.g., funding the new community engagement coordinator role).

4.2 Executing the Communication Plan

- **Comprehensive Annual Report:** Publish a finalized report detailing the strategic direction,

the fiscal reality of the school, and the cost-to-educate metrics.

- **Constituency Rollout:** Execute targeted communication strategies for parents, faculty, and parish stakeholders to ensure universal alignment with the newly affirmed Mission, Vision, and Core Values.