

**Division of Long-range Planning  
Strategic Plan – January 17, 2014**

**CUSTOMER FOCUS**

Staff effectively communicate and partner with MCPS units, with governmental agencies, and with other stakeholders.

Staff serves as a bridge between the community and architects as new facilities, and modifications to existing facilities, are designed.

Staff identifies and understands the needs of customers and stakeholders and provides products, resources and services to address those needs.

Planning activities are conducted in an open manner that enables customers and stakeholders to access planning information and become involved.

**WORKFORCE FOCUS**

Staff shares knowledge and tools on a regular basis, including information obtained through staff development opportunities and conferences.

Staff takes initiative to remain current with new developments that affect school system planning.

Staff utilizes outside experts to improve division performance.

Division work is distributed equitably, utilizing the strengths of staff members, in an environment characterized by teamwork and commitment.

The division recruits, hires, and retains the highest quality employees who work in a collaborative manner that fosters team spirit.

**LEADERSHIP**

**MISSION:**

The mission of the Division of Long-range Planning is to inform decision makers and the community to address changes in enrollment and instructional programs through development of high quality data analysis, planning strategies, and long-range plans.

**LEADERSHIP GOALS:**

- \* Division leadership provides a clear understanding of planning priorities to internal and external stakeholders.
- \* Staff provides leadership through facilitation of stakeholder processes including boundary studies, roundtable discussions, development of educational specifications, and community forums.
- \* Staff practice teamwork, exercise leadership, and are empowered to make decisions at the appropriate level.

**CORE VALUES:**

Learning, Relationships, Respect, Excellence, and Equity

**STRATEGIC PLANNING**

The division develops six-year school system facility plans and the Capital Improvements Program (CIP) and Educational Facilities Master Plan.

Division planning processes respond to dynamic internal and external forces in development of innovative solutions to planning issues.

Division action plans focus on implementation of the strategic plan.

**PROCESS MANAGEMENT/OPERATIONS FOCUS**

Staff continuously improves planning processes and information to enable decision makers and the community to prepare for the future.

Staff works collaboratively with other MCPS offices and government agencies to develop and implement plans.

Staff solicits feedback from customers and stakeholders to identify process improvement opportunities.

Staff retreats are utilized to refine division operations.

**PERFORMANCE RESULTS**

Accurate one-year and six-year enrollment projections provide a basis for operating and capital budget decisions.

The CIP and Master Plan reflect the direction set by the superintendent of schools and Board of Education (BOE), and are in accordance with BOE policy and regulations, and state guidelines.

Educational specifications for new and revitalized/expanded facilities meet MCPS program needs and conform to state guidelines.

School boundary review processes, and roundtable discussion groups, gather community input in an inclusive manner.

Accurate boundary information is provided in multiple formats to meet customer needs.

The division web pages provide access to accurate and timely planning information.

Coordination with MCCPTA and the community is accomplished through forums to

**MEASUREMENT, ANALYSIS,  
AND KNOWLEDGE  
MANAGEMENT**

Staff research and develop data from a variety of sources including surveys, forecasts, and other types of data to fulfill the division mission.

Relevant data are made available to decision makers and the public, and analyses are prepared to support data-driven decision making and continuously improvement.

An integrated division information system is in place, and constantly evolving, to support the division's mission, goals, and strategies.