

# Byrne JAG Strategic Plan: Preparation and Pre-Work

In preparation for your state’s strategic plan development, there are several items of pre-work that will allow for the strategic planning process to be more efficient and effective.

Task	Direction	Staff Lead	Start Date	Completion Date	Notes
Review Resources for Key Elements of a Strategic Plan and Action Planning	A strong strategic plan is supported by diverse stakeholders, is backed by data, and has clear goals and priorities for funding. (See Documents “Key Elements of Byrne JAG Strategic Plan” and “Template Action Plan for Developing a Byrne JAG Strategic Plan”. Please note that these documents are templates and should just guide you as you develop your own process specific to your state’s needs.)				
Develop State Strategic Plan Guiding Principals	Outline the driving forces or guiding principles behind the plan (for example, inclusion of many and diverse stakeholders, data driven, flexible when possible, looking for new innovative approaches, etc.). Establishing these on paper keeps your process grounded in agreed upon principles to maintain some scope control.  Consider whether this plan could be utilized as a comprehensive statewide criminal justice strategic plan or just for Byrne JAG funding purposes.				
Conduct Stakeholder Analysis	Who do you want to involve in the development of the plan, and what roles will they support in its development?				
Determine Stakeholder Engagement Methods	If you are planning to survey stakeholders, NCJA can assist with this process. This should take place early in your plan’s development to allow ample time for the survey to be developed and analyzed. Other methods for stakeholder engagement can include focus groups, utilizing CJ boards or commissions, hosting a stakeholder planning retreat, etc.				

Conduct Data and Information Inventory	Outline where you may look for data and guiding information. Outline or take inventory of what data you know you have, ensuring that it is accurate and recent, as well as identify any gaps in data. Lastly, include any other points of information (governor’s priorities for example) that might assist in priority-setting for the JAG funding.				
Collect Data and Information Outlined in Inventory	Pull all available data that you have determined is accurate and will be included in your priority identification process.				
Review Historical Strategic Plans and Gather Previous Funding Investments	This information may play a role in your funding strategy moving forward. Determine which historical priorities and funding investments you may want to continue and develop a plan to discontinue any that you may not want to continue to support.				
Review and Outline Other Potential Funding Streams for Efficient Use of Byrne JAG Funding	Determine what other funding streams are available that might fill additional gaps or needs based on the scope of the funding source.				
Create Strategic Plan Development Timeline	Identify key action items, deadlines and participants for the development and writing of the strategic plan. It is helpful to set up weekly or biweekly touchpoint meetings with those involved in writing the strategic plan to try and remain within deadline.				
Organize All Information and Write the Plan.	Utilize all the information you have gathered in order to identify priorities, set goals and begin mapping out your strategic plan.				

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