# IFN Strategic Planning 2015-2020 Goal / Objective / Milestone Breakdown

STRATEGIC FOCUS AREA: **Educational**

GOAL

Have at least a two year experience of running better than public pre K and kindergarten and specifically at or better than al-Iman score levels.

GOAL ELABORATION

Determine all aspects of physical facilities,permits, teaching staff recruitment, certification and accreditation,curriculum development as needed. Create appropriate benchmarking to establish basis for comparisons with al-Iman and/or other institutions. Include all necessary work to engage parents in the local area to encourage them to send their children to IFN's Pre-K thru K institution. Ensure oper stain through 2019 and beyond. In keeping with overriding vision of IFN-25, develop additional milestones relevant to building beyo

This goal is lifted directly from the goals created from the general body feedback session.

NOTE: This page is for just one goal. Other goals would be similarly treated on different tabs of this workbook.

**MILESTONES**

Write each milestone on a new row below. On the corresponding column to the right, color the cell black for the period (quarter, half year or whole year if after 2016) during which this milestone needs to be complete

| | | | | | 2016 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 4 | H1 | H2 | 2017 | 2018 | 2019 | 2020 |
| **All regulatory special-use permit pre-requisites of pre-K and Kindergarten determined** | 1 | | | | | | | | | |
| **Preliminary demand assessment complete and demand validated** | 2 | | | | | | | | | |
| **Facility space located (existing or new construction)** | 3 | | | | | | | | | |
| **Project execution budget created and approved** | 4 | | | | | | | | | |
| **Capital project fundraising begun** | 5 | | | | | | | | | |
| **Capital project fundraising completed** | 6 | | | | | | | | | |
| **Facility space architectural and remodeling design completed** | 7 | | | | | | | | | |
| **Special-use permit obtained** | 8 | | | | | | | | | |
| **Building permit obtained** | 9 | | | | | | | | | |
| **Construction and remodeling commenced** | 10 | | | | | | | | | |
| **Construction and remodeling completed** | 11 | | | | | | | | | |
| **al-Iman score levels for past three years verified** | 12 | | | | | | | | | |
| **Local advertising campaign launched** | 13 | | | | | | | | | |
| **Local initial ad campaign complete** | 14 | | | | | | | | | |
| **Service fulfillment designed benchmarked to exceed al-Iman performance scores** | 15 | | | | | | | | | |
| **Pre-K and Kindergarten services launched** | 16 | | | | | | | | | |
| **Score-keeping started** | 17 | | | | | | | | | |
| **Annual score review completed** | 18 | | | | | | | | | |
| **Remediations determined and policy changes enacted** | 19 | | | | | | | | | |
| **Review resutls published to community** | 20 | | | | | | | | | |
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Always express milestones in language of a completed , tangible, result or status, not in terms of activites or future intentions.

EXAMPLE ONLY!!!
Do not debate the contents

# IFN Strategic Planning 2015-2020 Goal / Objective / Milestone Breakdown

| STRATEGIC FOCUS AREA: | Social |
|---|---|
| **GOAL**<br>IFN runs a weekend cafeteria in its main facility but partners with local restaurants to provide the catering | **GOAL ELABORATION**<br>Determine all aspects including physical facilities, community caterers, (prioritized - members, local community cateres, distant community caterers), permits, and staff recruitment as needed to run a "self-sustained food service" at IFN. Thereby creating a potential for income generation and job creation oppurtunity for our community and IFN.<br>Making IFN a preferred venue for socializing (all ages) and social events.<br>We recommend a phased approach: (No dependency on volunteers for cafe)<br><br>Phase I - To continue Friday and Sunday student / parent meal program (volunteer supported) as is - initially add Sunday afternoon in 2015<br>(Ensure operational status for phase I by Q3 of 2015),<br>Phase II - Enhance by adding Friday dinner option in 2016,<br>(Ensure operational status for phase II by Q3 of 2016)<br>Phase III - Assess results from Phase I & II to consider building a fully operational cafeteria over the weekend for all meals and potentially daily dinners. |

| MILESTONES | | 2015 | | | | 2016 | | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Write each milestone on a new row below. On the corresponding column to the right, color the cell black for the period (quarter, half year or whole year if after 2016) during which this milestone needs to be complete | | Q1 | Q2 | Q3 | Q4 | H1 | H2 | | | | |
| Visited two worship places such as the Turkish Center, Temples, or churches (interview - learn operating model). | 1 | ■ | | | | | | | | | |
| Identified caterers (list) - created list - Community, local community restauraunts, distant community restaurants | 2 | ■ | | | | | | | | | |
| Created a vendor list by ability to handle volume (small, mid-size, large) | 3 | ■ | | | | | | | | | |
| Created statement of work for Phase I | 4 | ■ | | | | | | | | | |
| Adverstised for bids - Phase I | 5 | | ■ | | | | | | | | |
| Created Contract terms with legal counsel input - to maintain self-sustainability - Phase I<br>Minimum: Cover cleaning expense<br>Profit sharing: 10 - 20% of profit | 6 | | ■ | | | | | | | | |
| Completed Contract negotiation for Phase I | 7 | | | ■ | | | | | | | |
| Identified cleaning crew - Phase I | 8 | | | ■ | | | | | | | |
| Inauguration with existing infrastructure | 9 | | | ■ | | | | | | | |
| Installed / Operational Vending machines - Healthy snacks & juices (Fruit / vegi) - Interim solution | 10 | | | | ■ | | | | | | |
| Evaluated Phase I outcomes & Created statement of work for Phase II | 11 | | | | | ■ | | | | | |
| Adverstised for bids - Phase II | 12 | | | | | ■ | | | | | |
| Created Contract terms with legal counsel input - to maintain self-sustainability - Phase II<br>Minimum: Cover cleaning expense<br>Profit sharing: 10 - 20% of profit | 13 | | | | | ■ | | | | | |
| Completed Contract negotiation Phase II | 14 | | | | | | ■ | | | | |
| Identified cleaning crew and additional staffing needs - Phase II | 15 | | | | | | ■ | | | | |
| Completed assessment for minor enhancements to infrastructure | 16 | | | | | | ■ | | | | |
| Evaluated Phase II results & Created statement of work for Phase III | 17 | | | | | | | ■ | | | |
| Adverstised for bids - Phase III | 18 | | | | | | | ■ | | | |
| Created Contract terms with legal counsel input - to maintain self-sustainability - Phase III<br>Minimum: Cover cleaning expense<br>Profit sharing: 10 - 20% of profit | 19 | | | | | | | ■ | | | |
| Completed Contract negotiation Phase III | 20 | | | | | | | ■ | | | |
| Identified cleaning crew and additional staff recruitment needs - Phase III | 21 | | | | | | | | ■ | | |
| Completed assessment for major enhancements to infrastructure | 22 | | | | | | | | ■ | | |
| Completed - Build to fit needs | 23 | | | | | | | | | ■ | |
| Fully functional Cafeteria to serve community social needs (meetings, events etc) | 24 | | | | | | | | | | ■ |
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# IFN Strategic Planning 2015-2020 Goal / Objective / Milestone Breakdown

| STRATEGIC FOCUS AREA: | Social |
|---|---|
| **Have partnered with a certified counselor who understands Islam and spends at least 10 hours per week at IFN premises** | **GOAL ELABORATION**<br>To Identify meaningful resources in community of certified counselors. Screen insurance eligible and private providers to determine match for the community needs demonstrating awareness of various cultural, social, religious and environmental needs of the community. Helps maintain privacy and ensures insurance coverage if desired.<br><br>Fulfil unmet community need for counselors who can help provide support to community members dealing with various challenges in different aspects of life - marriage, children, abuse, anger management for various ages. Identify 2 or more partnerships (minimum one male & one female). Preferably muslim and from diversity savvy (aware of the religious aspects). Create support system in the community.<br>Team does not recommend on IFN premises - due to privacy issues, comfort of parties involved and insurance coverage.<br>Expand to other community resource listings. |

| **MILESTONES**<br>Write each milestone on a new row below. On the corresponding column to the right, color the cell black for the period (quarter, half year or whole year if after 2016) during which this milestone needs to be complete | | **2015** | | | | **2016** | | **2017** | **2018** | **2019** | **2020** |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Q1** | **Q2** | **Q3** | **Q4** | **H1** | **H2** | | | | |
| **Solicited community recommendations (physicians support)** | 1 | ■ | | | | | | | | | |
| **Created a list of local prefered providers and insurance accepted** | 2 | | ■ | | | | | | | | |
| **Set up meetings with 5 prefered providers (various categories)** | 3 | | | ■ | | | | | | | |
| **Finalize list and make it available on IFN Website** | 4 | | | | ■ | | | | | | |
| ***Similar listings / resource database creation*** | | | | | | | | | | | |
| **Identified community needs for resource listing** | 5 | | | | | ■ | | | | | |
| **Solicited vendor listings (Top 10 needs)** | 6 | | | | | ■ | | | | | |
| **Assessed / proposed minimal fee for vendor inclusion in database - to cover expenses to maintaine database** | 7 | | | | | | ■ | | | | |
| **Completed Annual re-evaluation / update of list to expand more areas** | 8 | | | | | | ■ | | | | |
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# IFN Strategic Planning 2015-2020 Goal / Objective / Milestone Breakdown

STRATEGIC FOCUS AREA:

ship, and to see them excel in both the classroom and real world, انشأ آلله.
help our students achieve their academic goals through tutoring and ment
The aim of this program is to

**GOAL ELABORATION**

| Write each milestone on a new row below. On the corresponding column to the right, color the cell black for the period (quarter, half year or whole year if after 2016) during which this milestone needs to be complete | | 2015 | | | | 2016 | | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Q1 | Q2 | Q3 | Q4 | H1 | H2 | | | | |
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| **Evaluated and ranked different ACT/SAT programs such as those of the Sylvan Learning Center, Turkish Center, CLC, Private tutors, etc.** | 1 | | | | | | | | | | |
| **Selected our top/best fit ACT/SAT prep program** | 2 | | | | | | | | | | |
| **Surveyed the community and received their feedback of the selected ACT/SAT program at IFN** | 3 | | | | | | | | | | |
| **Established standardized tutoring materials that directly correlate to the students' grade level** | 4 | | | | | | | | | | |
| **Established a shadowing and possible internship program for college or college-bound students** | 5 | | | | | | | | | | |
| **Established a tutor/mentor recruiting team** | 6 | | | | | | | | | | |
| **Took a survey of the community to measure interest in group college visits and scheduled the** | 7 | | | | | | | | | | |
| **Created student/tutor evaluation forms and distributed them** | 8 | | | | | | | | | | |
| **Established a facility for the program within the LRC** | 9 | | | | | | | | | | |
| **Held at least one informational session/workshop (ex. resume writing, SAT essay writing practice, financial aid application help, exposure to college life, etc.) for the community every other month, followed by a survey to receive community feedback and interest** | 10 | | | | | | | | | | |
| **Established a one day open house mentor/tutor available for public exposure and assistance (per month event)** | 11 | | | | | | | | | | |
| **Held a meeting amongst all tutors and mentors to further the program and discuss the best techniques** | 12 | | | | | | | | | | |
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