*Strategic Planning for [insert your information here]*

Remote SWOT Analysis Results Report

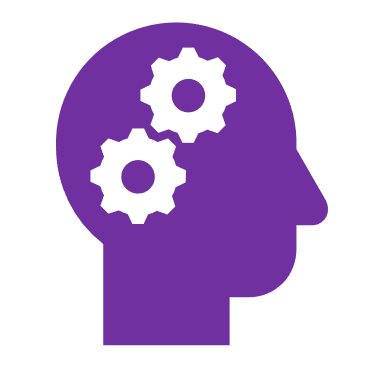
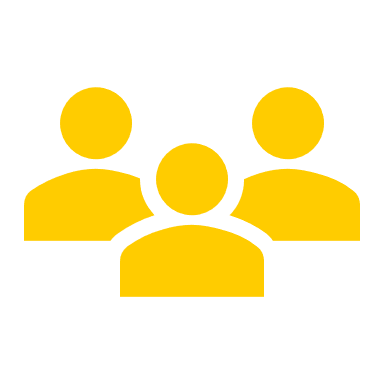
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# **Executive** **Summary**

In [insert date range or year], the [insert organization/program/project], funded by [insert funding information if applicable], hosted a remote SWOT analysis of the [insert what the subject of the SWOT]. The SWOT analysis consisted of 10 stages and was conducted remotely for all stages of the process. [insert name and credentials of the facilitators] from [insert facilitator(s) association(s)], facilitated the remote SWOT analyses.

To expedite the live brainstorming portion of the process, prior to the four live remote meetings [insert number] stakeholders completed an online brainstorming survey. Respondents provided at least two brainstorming ideas to each of the following SWOT questions:

* *What are some of the STRENGTHS of [insert dependent on that you want to use to analyze your process, project, or organization]?*
* *What are some of the WEAKNESSES of [insert dependent on that you want to use to analyze your process, project, or organization]?*
* *What are some of the OPPORTUNITIES of [insert dependent on that you want to use to analyze your process, project, or organization]?*
* *What are some of the CHALLENGES of [insert dependent on that you want to use to analyze your process, project, or organization]?*

The results of the [brainstorming](#_Strategic_Planning_Brainstorming) are summarized in this report.

|  |  |
| --- | --- |
| Bullseye  **Remote SWOT Analysis Goal** | To develop [insert SWOT overall goal] that is FEASIBLE as well as IMPORTANT for improving the processes of [insert the process you want to improve]. |

|  |  |
| --- | --- |
| Target  **Remote SWOT Analysis Objective** | To develop 3-4 goals with 2+ objectives for each goal that the [insert organization/program/project] can work on during the [insert time period] to improve the processes of [insert the process you want to improve]. |

During the remote SWOT analysis process, the stakeholders identified [insert number] goals that were based on feasibility and importance to the processes of [insert the process you want to improve]. During stage 8, the [insert number] goals were formally written by the work groups. The work groups also identified 2+ objectives for each goal. The next stage after this report is the final stage of operationalization of the findings and goals and objectives.

# **Stakeholders**

*(alphabetical order by first name)*

**Enter name and credentials in this text box**



Insert 2-3 sentences about the person

**Enter name and credentials in this text box**



Insert 2-3 sentences about the person

**Enter name and credentials in this text box**

Insert 2-3 sentences about the person



**Enter name and credentials in this text box**



Insert 2-3 sentences about the person

**Enter name and credentials in this text box**



Insert 2-3 sentences about the person

**Enter name and credentials in this text box**



Insert 2-3 sentences about the person



Insert 2-3 sentences about the person

**Enter name and credentials in this text box**

**Enter name and credentials in this text box**



Insert 2-3 sentences about the person

**Enter name and credentials in this text box**



Insert 2-3 sentences about the person

**Enter name and credentials in this text box**



Insert 2-3 sentences about the person

# **Excused Stakeholders**

*(alphabetical order by first name)*

Several of the invited stakeholders were unable to attend the live meetings, however they were given the opportunity to participate in the brainstorming and raking ideas which are included in the report. They are:

* [insert name]
* [insert name]

# **The Data**

This section is optional. If you have data you want to share, you would insert it here. If you do not have data you want to share you would delete this entire section of the report.

# **SWOT Analysis: Brainstorming Survey Results**

Prior to the live remote meetings, [insert number] stakeholders were asked to complete a brainstorming survey; [insert number] stakeholders responded. Each respondent provided 1-4 ideas for each of the questions listed below:

* *What are some of the STRENGTHS of [fill in the blank]?*
* *What are some of the WEAKNESSES of [fill in the blank]?*
* *What are some of the OPPORTUNITIES of [fill in the blank]?*
* *What are some of the THREATS of [fill in the blank]?*

|  |  |
| --- | --- |
| During the four facilitated live remote meetings, stakeholders reviewed the brainstorming results, clarified any questions about the list of ideas, added to existing ideas, and added more ideas. The table below also includes the clarifications and new brainstorming ideas identified during the live remote meetings. Brainstorming ideas that were removed by the participants during the live remote meetings are denoted with a strikethrough. |  |

| **STRENGTHS** | **WEAKNESSES** | **OPPORTUNITIES** | **THREATS** |
| --- | --- | --- | --- |
| * Enter brainstorming ideas | * Enter brainstorming ideas | * Enter brainstorming ideas | * Enter brainstorming ideas |

# **SWOT Analysis: Affinity Diagramming and Title Development Results**



The next step of the remote SWOT analysis involved stakeholders taking turns controlling the computer screen being shared and silently grouping “like” brainstorming ideas for each of the four categories: Strengths, Weaknesses, Opportunities, and Challenges. This activity is called affinity diagramming.

After the stakeholders had grouped “like” brainstorming ideas under each of the four categories, they then developed titles that were representative of the group.

The results of the Affinity Diagraming and Title Development are listed below in no specific order:

**Strengths** *(X groups)*

1. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
2. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
3. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
4. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
5. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
6. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
7. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
8. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
9. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
10. [insert group title]
    1. [insert each brainstorming idea as separate bullet]

**Weaknesses** *(X groups)*

1. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
2. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
3. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
4. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
5. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
6. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
7. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
8. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
9. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
10. [insert group title]
    1. [insert each brainstorming idea as separate bullet]

**Opportunities** *(X groups)*

1. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
2. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
3. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
4. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
5. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
6. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
7. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
8. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
9. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
10. [insert group title]
    1. [insert each brainstorming idea as separate bullet]

**Threats** *(X groups)*

1. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
2. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
3. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
4. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
5. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
6. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
7. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
8. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
9. [insert group title]
   1. [insert each brainstorming idea as separate bullet]
10. [insert group title]
    1. [insert each brainstorming idea as separate bullet]

# **SWOT Analysis: Ranking Priorities Results**

After the four facilitated live remote meetings, the facilitators created an online survey for stakeholders to rank each group for each of the four SWOT categories. Stakeholders had a week to complete the survey. The intent of ranking the groups is to prioritize the ideas based on feasibility and on importance. The ranking results for each of the SWOT categories are listed below. The results are sorted in the table by smallest Average Cumulative Ranking to largest and plotted in the graph by the Feasibility and Importance Cumulative Ranking scores.

## **Strengths Ranking Results**

Strengths had x groups so ranking was from 1 to x.

1= most feasible/important to obtain

x= least feasible/important to obtain

|  |  |  |  |
| --- | --- | --- | --- |
| Group Title\* | Feasibility | Importance | Average§ |
| **Cumulative Ranking** | **Cumulative Ranking** | **Cumulative Ranking** |
| A. |  |  |  |
| B. |  |  |  |
| C. |  |  |  |
| D. |  |  |  |
| E. |  |  |  |
| F. |  |  |  |
| G. |  |  |  |
| H. |  |  |  |
| I. |  |  |  |
| J. |  |  |  |
| §A lower cumulative ranking score indicates the group idea is ranked as MORE feasible or important. | | | |

*\*Refer back to* [*affinity diagramming*](#_SWOT_Analysis:_Affinity) *to see which Strength brainstorming ideas fell under each statement*

## **Weaknesses Ranking Results**

Weaknesses had x groups so ranking was from 1 to x.

1= most feasible/important to obtain

x= least feasible/important to obtain

|  |  |  |  |
| --- | --- | --- | --- |
| Group Title\* | Feasibility | Importance | Average§ |
| **Cumulative Ranking** | **Cumulative Ranking** | **Cumulative Ranking** |
| A. |  |  |  |
| B. |  |  |  |
| C. |  |  |  |
| D. |  |  |  |
| E. |  |  |  |
| F. |  |  |  |
| G. |  |  |  |
| H. |  |  |  |
| I. |  |  |  |
| J. |  |  |  |
| §A lower cumulative ranking score indicates the group idea is ranked as MORE feasible or important. | | | |

*\*Refer back to* [*affinity diagramming*](#_SWOT_Analysis:_Affinity) *to see which Weakness brainstorming ideas fell under each statement*

## **Opportunities Ranking Results**

Opportunities had x groups so ranking was from 1 to x.

1= most feasible/important to obtain

x= least feasible/important to obtain

|  |  |  |  |
| --- | --- | --- | --- |
| Group Title\* | Feasibility | Importance | Average§ |
| **Cumulative Ranking** | **Cumulative Ranking** | **Cumulative Ranking** |
| A. |  |  |  |
| B. |  |  |  |
| C. |  |  |  |
| D. |  |  |  |
| E. |  |  |  |
| F. |  |  |  |
| G. |  |  |  |
| H. |  |  |  |
| I. |  |  |  |
| J. |  |  |  |
| §A lower cumulative ranking score indicates the group idea is ranked as MORE feasible or important. | | | |

*\*Refer back to* [*affinity diagramming*](#_SWOT_Analysis:_Affinity) *to see which Opportunity brainstorming ideas fell under each statement*

## **Threats Ranking Results**

Threats had x groups so ranking was from 1 to x.

1= most feasible/important to obtain

x= least feasible/important to obtain

|  |  |  |  |
| --- | --- | --- | --- |
| Group Title\* | Feasibility | Importance | Average§ |
| **Cumulative Ranking** | **Cumulative Ranking** | **Cumulative Ranking** |
| A. |  |  |  |
| B. |  |  |  |
| C. |  |  |  |
| D. |  |  |  |
| E. |  |  |  |
| F. |  |  |  |
| G. |  |  |  |
| H. |  |  |  |
| I. |  |  |  |
| J. |  |  |  |
| §A lower cumulative ranking score indicates the group idea is ranked as MORE feasible or important. | | | |

*\*Refer back to* [*affinity diagramming*](#_SWOT_Analysis:_Affinity) *to see which Challenge brainstorming ideas fell under each statement*

# **SWOT Analysis: Goals, Objectives, and Action Items Results**

Stakeholders were ready at this point to develop the goals for the top priorities they identified and the objectives and action items to go with each goal. The goals were written based on the [group titles](#_SWOT_Analysis:_Affinity) identified in the affinity diagramming activity. The objectives for each goal were based on the brainstorming ideas under each of these titles.

Stakeholders were divided into four work groups of 4-5 individuals:

Work Group 1: [insert names here]

Work Group 2: [insert names here]

Work Group 3: [insert names here]

Work Group 4: [insert names here]

Each work group was assigned one of the top ranked priorities to write into a SMART (specific, measurable, attainable, relevant, timeframe) goal and at least two objectives per goal. Each work group also identified some action items, the “who”, and timeframe for each objective. The DRAFT goals, objectives, and action items are listed below.

## **Work Group 1 Goal**

To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

| **Objectives** | **Action Items** | **Who** | **Time Frame** |
| --- | --- | --- | --- |
| 1. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 2. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 3. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

## **Work Group 2 Goal**

To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

| **Objectives** | **Action Items** | **Who** | **Time Frame** |
| --- | --- | --- | --- |
| 1. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 2. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 3. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

## **Work Group 3 Goal**

To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

| **Objectives** | **Action Items** | **Who** | **Time Frame** |
| --- | --- | --- | --- |
| 1. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 2. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 3. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

## **Work Group 4 Goal**

To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

| **Objectives** | **Action Items** | **Who** | **Time Frame** |
| --- | --- | --- | --- |
| 1. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 2. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 3. | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

# **SWOT Analysis: Next Steps**

[Insert organization/program/project] has a solid start on developing a strategic plan for improving the [insert the process you want to improve]. During the process stakeholders developed x goals and several objectives and action items for each objective. The process is not yet complete. The next steps are for the [Insert organization/program/project] to take the final results to operationalize for improving [insert the process you want to improve].

# **Facilitators**

**Name, Credentials**

Job Title

Company/Project

telephone

email

Biosketch 3-5 sentences

**Name, Credentials**

Job Title

Company/Project

telephone

email

Biosketch 3-5 sentences