

Additional Help document: 200-203
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Strategic Plan Checklist

Strategic Plan Checklist			✓
1.	Parameter Setting (ideally provided by the cognizant Bureau 9 months prior to strategy due date)	<p>Has agreement been reached with Agency management on resource and staffing levels that makes sense for the country or sector?</p> <p>In the case of Strategic Plans developed by Washington or regional operating units, has agreement been reached on presence or non-presence activity and requisite staffing levels?</p> <p>If a country is not a good development partner, has experience on how to work in similar contexts been drawn upon, and are we likely to have impact from our proposed interventions?</p>	
2.	Analysis Required by Agency Policy	<p>Have mandatory technical analyses been performed (e.g., Gender)?</p> <p>Have additional analyses been performed as appropriate and/or as specified in the parameters setting cable?</p>	
3.	Coordination with U.S. State Department Plans	For country strategies, is the proposed plan consistent with U.S. foreign policy interests and the rest of the State Department Mission Performance Plan (MPP) for the country?	
4.	Time Frame	Is the appropriate time frame for each SO clearly indicated?	
5.	Performance Monitoring	<p>Are proposed indicators appropriate and measurable, with objectively verifiable data available at reasonable cost?</p> <p>Are targets (if any) realistic in view of past trends and available resources from USAID, the public and private sectors of the host country itself, and other donors?</p> <p>Has disaggregation of data been considered for gender and other relevant social variables?</p>	
6.	Donor Coordination	<p>What are the strategic implications of the donor context?</p> <p>Is there an analysis of budgets and strategies of key multilateral lenders and bilateral donors?</p> <p>Does this analysis provide a rationale for collaboration or division of labor in addressing core development issues?</p>	
7.	Graduation Plans	Has a close out date for USAID assistance to a country been agreed to, and what are the implications of program close out for the chosen strategic approach?	
8.	Strategic Objectives	<p>Are the proposed SO statements clear and specific as written?</p> <p>Is there a clear and complete description of the changes anticipated as a result of achieving the objective?</p> <p>Is there a compelling rationale for the selection of USAID's SOs?</p>	
9.	Scale of Results and Activities	<p>Is the strategy appropriately scaled, in terms of level of results expected and volume of activity planned, based on expected resource levels?</p> <p>Are instruments implemented to support multiple SOs?</p> <p>Is the proposed scale appropriate as to the number of Agency goals to be addressed, the number of SOs, and the different technical areas in relation to staff?</p>	

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10.	Partner Involvement	<p>Has the strategy been developed through sufficient and active collaboration with partners?</p> <p>Are proposed partners (including host country representatives) clearly identified, and are they likely to agree to the proposed roles expected of them?</p>	
11.	Customer Consultations	<p>Have ultimate customers been identified for each major intermediate result?</p> <p>Have ultimate customers been consulted, through surveys, focus groups, steering committees, or other appropriate means, and has their feedback been taken into account?</p> <p>Has the strategy been developed through sufficient collaboration with internal and intermediate customers?</p>	
12.	Results Frameworks and Intermediate Results	<p>Is there a clearly articulated development hypothesis that unifies the strategy depicted in each Results Framework?</p> <p>Do the Results Frameworks descriptions document strong causal links between Intermediate Results (IRs), and are planned IRs sufficiently operational (meaning that activities can be readily identified that will achieve each result)?</p>	
13.	Integration of Past Experience	<p>Has past development experience by USAID and other donors in this country and in similar types of countries been taken into account in planning the proposed development approach?</p>	
14.	Stability of Country Context & Contingency Planning (Vulnerability Assessment)	<p>Have potential risks to political and economic stability been adequately identified and evaluated, and have assumptions about country context been clearly presented?</p> <p>Does the plan identify and assess USAID program vulnerabilities? In cases where risks and program vulnerabilities are identified, have fallback positions been identified?</p> <p>Has an adequate vulnerability monitoring system been proposed?</p>	
15.	Sustainability Planning	<p>Is the achievement of sustainability for these institutions and processes realistic and within the planned time frame for the completion of USAID's assistance to specific SOs and/or a country's graduation from USAID assistance?</p> <p>Will sustainability plans be provided for key institutions and processes that will be necessary beyond the time frame of the USAID strategy?</p>	