Dear ALP 2017-2018 Participants:

Your "homework" is to articulate a high-level strategy statement for your departments. This document will be shared with Dr. Balser and your peers in the program during our final ALP Session on May 8th. This deliverable is NOT meant to be a final, formal strategy document; instead, this is merely a checkpoint to articulate your current thoughts as to where you are taking your respective departments.

Our goals are straightforward:
1. To formulate and communicate your current department’s strategic direction for the next 3 to 5 years.
2. To understand as a group, our respective peer department strategies over the same time frame.
3. To discuss as a group the most significant challenges we collectively will face, how to overcome these challenges and how these strategies align with VUMC and Vanderbilt’s overall institutional strategy.

Because we have so many participants, we will be very constrained as to the time we have available. **We will have only 10 minutes per participant.** We’ll distribute everyone’s presentations in advance. **You will have about 5 to 7 minutes to present and then the same amount of time for questions and discussion.**

My recommendation is that you to prepare just three slides:
- **Slide 1:** A summary of your vision of the future (what will the world or context you are competing in look like in the future)? What are your department’s top 3 to 5 goals? What are the metrics that you would like to use to determine if you achieved these goals?
- **Slide 2:** A 5-diamond strategy framework for your department, describing your overall strategy in bullet points over the next 3 to 5 years. (I have attached a guideline for use of this framework. It is similar to the case discussion we had regarding the Heart Hospital.)
- **Slide 3:** A list of the critical challenges or roadblocks you see to successfully executing your strategy. (What truly makes you lose sleep over whether you can execute? What do you need from to succeed?)

I am available to help you with creation of these strategies. I am happy to discuss process for your teams, review drafts, and so on. If you would like my assistance in how to approach this overall process, please contact me no later than **Friday, March 2nd.** If you feel you don’t need this level of support but would like me to review your work product, I be available to accept draft materials and provide feedback or coaching up until **Friday, April 13th at 5PM.** After that time, I can’t accept any further presentations for review.

**Your final work product is due to Auda Hutto no later than Friday, May 4th at 5PM, the Friday before the final session.** We will compile all of them and circulate them for review to all program participants and Dr. Balser prior to the session. Please let me know if you have any questions regarding the above, I look forward to our discussions with Dr. Balser!

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