



Strategic Advisory Network

SAN Member Checklist

As a SAN member, you play a critical role in advancing DFA's unit and divisional strategic goals. The steps below provide actionable ways to effectively contribute. We encourage you to collaborate with your unit's DFA cabinet member to further define and refine your role.

SET THE FOUNDATION

1. **Review** [SAN role and objectives](#) and revisit them regularly.
2. **Deepen** your knowledge of [DFA's strategic plan](#), [divisional goals](#), and [unit strategic goals](#).
3. **Define** expectations with your DFA cabinet member and fellow [SAN member\(s\)](#). Identify 1-2 specific action items to actively support your unit's strategic goals.
4. **Establish** recurring meetings with your DFA cabinet member and fellow SAN members to stay aligned and drive progress on your unit's strategic goals.

DRIVE STRATEGIC EFFORTS

5. **Advance** strategic planning by partnering with your DFA cabinet member, department leadership, and fellow [SAN member\(s\)](#) to develop, implement, and track unit strategic goals.
6. **Lead** continuous process improvement (CPI) in your unit - brainstorm ideas with your team, champion CPI projects, share [DFA CPI efforts](#), and integrate CPI tools into daily operations.
7. **Connect** with [SAN members](#) across DFA to further divisional goals and initiatives, collaborate on cross-departmental projects, and/or join SAN workgroups, if available.
8. **Add** SAN and unit strategic goal updates as standing agenda topics in team meetings. Gather input, address questions, and cascade relevant information.

ADVANCE COMMUNICATION

9. **Complete** divisional post-event surveys and volunteer feedback.
10. **Cascade** DFA newsletters and key updates within your department, providing relevant guidance in collaboration with unit leadership.

ADDITIONAL STEPS

IMPORTANT DATES & REMINDERS

NOTES

Please reach out to the [DFA's strategic planning implementation team](#) with any questions.