



<b>COMMITTEE SWOT ANALYSIS AS OF NOVEMBER 2008</b>	
<i>Top Strengths</i>	<i>Top Weaknesses</i>
<i>Top Opportunities</i>	<i>Top Threats</i>

**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY**  
**(REV. NOV 17, 2007)**

<b>COMMITTEE SELF-ASSESSMENT</b>		
<i>What needs to change?</i>	<i>What needs to be done better?</i>	<i>What new things need to be done?</i>

**COMMITTEE VISION**

*As part of the application process, committees were asked: Describe how you would like your committee to be different than it is today three years into your business plan. What's the committee's vision for its future? Is your answer different today? If so, please update your answer.*

*What does your Committee want to be known for? What "space" do you want to "own"?*

**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY**  
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<i>What do Committee members want from the Committee? What do Section members want from the Committee? How do you know?</i>

**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY  
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<b>Top Goals for Next 36 Months<sup>1</sup></b>		
		<b>Completion Date</b>
<b>Membership</b>		
Young Lawyers		
Women		
Diverse Attorneys		
<b>Content</b>		
Newsletter		
Web Page		
Podcasts		
<i>Litigation News</i>		
Other Publications		
<b>Programming</b>		
ABA Annual Meetings		
Section Annual Conference		
Regional CLEs		
National Institutes		
Distance CLEs (Tele-Conference; Web casts)		
<b>Committee Organization</b>		
Committee Leadership Structure		
Succession Planning		
Sub-Committee Structure		
<b>Other Projects/Member Benefits</b>		

<sup>1</sup> Insert goals in the respective categories or create your own categories.

**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY**  
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<b>Top 5 SMART<sup>2</sup> Goals<sup>3</sup></b>	
1	
2	
3	
4	
5	

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<sup>2</sup> Specific, Measurable, Achievable, Realistic and Time Framed.

<sup>3</sup> Prioritize your committee's top five goals from your list in the prior table

**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY  
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SMART Goal # 1: \_\_\_\_\_<sup>4</sup>

		<b>Steps to Get There</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Responsible Person(s)</b>
<b>1</b>		<b>Articulation of Problem and Assessment of Possible Solutions</b>			
<b>2</b>		<b>Develop Project Plan</b>			
<b>3</b>		<b>Itemize Steps to Accomplish Plan</b>			

<sup>4</sup> This template for recording the steps for the project plan is a model which can be adapted for use with any project. Use this model or another format if preferred.



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<b>4</b>		<b>Identify ABA Staff/Leadership resources needed</b>			
<b>5</b>		<b>Coordinate w/Division Directors, AP Leadership Facilitator, Section Leadership</b>			
<b>6</b>		<b>Assess project</b>			
<b>7</b>		<b>Report to Section Leadership and Council</b>			

**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY  
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SMART Goal #2: \_\_\_\_\_<sup>5</sup>

		<b>Steps to Get There</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Responsible Person(s)</b>
<b>1</b>		<b>Articulation of Problem and Assessment of Possible Solutions</b>			
<b>2</b>		<b>Develop Project Plan</b>			
<b>3</b>		<b>Itemize Steps to Accomplish Plan</b>			

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**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY  
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SMART Goal #3: \_\_\_\_\_<sup>6</sup>

		<b>Steps to Get There</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Responsible Person(s)</b>
<b>1</b>		<b>Articulation of Problem and Assessment of Possible Solutions</b>			
<b>2</b>		<b>Develop Project Plan</b>			
<b>3</b>		<b>Itemize Steps to Accomplish Plan</b>			

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SMART Goal #4: \_\_\_\_\_<sup>7</sup>

		<b>Steps to Get There</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Responsible Person(s)</b>
<b>1</b>		<b>Articulation of Problem and Assessment of Possible Solutions</b>			
<b>2</b>		<b>Develop Project Plan</b>			
<b>3</b>		<b>Itemize Steps to Accomplish Plan</b>			

<sup>7</sup> This template for recording the steps for the project plan is a model which can be adapted for use with any project. Use this model or another format if preferred.

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SMART Goal #5: \_\_\_\_\_<sup>8</sup>

		Steps to Get There	Start Date	Finish Date	Responsible Person(s)
1		Articulation of Problem and Assessment of Possible Solutions			
2		Develop Project Plan			
3		Itemize Steps to Accomplish Plan			

<sup>8</sup> This template for recording the steps for the project plan is a model which can be adapted for use with any project. Use this model or another format if preferred.



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**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY  
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<b>PLANNING CALENDAR<sup>9</sup></b>	
<b>2008</b>	
December __	Report to Committee on results of AP Planning sessions
December __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
<b>2009</b>	
January 8-10	Meet with AP Leadership Committee at Winter Section Leadership Meeting to review progress
February __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
March __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
April 29- May 1	Business Meeting with Committee Leadership at Section Annual Conference; Meet with AP Leadership Committee to review progress
May __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
June 18-20	Meet with AP Leadership Committee at Spring Section Leadership Meeting to review progress
July 30 - August 2	Meet with AP Leadership Committee at ABA Annual Meeting to review progress
August __	Committee Leadership call to review progress on project plan and revise project plan as needed

<sup>9</sup> Prepare a calendar for the next 36 months that sets forth scheduled meetings, deadlines, etc. Consider the following: (1) web updates; (2) newsletter publications; (3) subcommittee chair meetings; (4) subcommittee meetings; (5) program submissions; (6) Committee meeting; etc. Consider posting this calendar on your committee website.

**AP LEADERSHIP PROJECT IMPLEMENTATION SUMMARY  
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August __	Update Committee web page with new leadership information and updated welcome from the chairs
August __	Program Proposals for 2010 Section Annual Conference Due
September __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
October 1-3	Meet with AP Leadership Committee at Fall Section Leadership Meeting to review progress
October __	Program Proposals for 2010 ABA Annual Meeting Due
November __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
December __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
<b>2010</b>	
January 14-16	Meet with AP Leadership Committee at Winter Section Leadership Meeting to review progress
February __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
March __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
April __	Business Meeting with Committee Leadership at Section Annual Conference; Meet with AP Leadership Committee to review progress
May __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
June 17-19	Meet with AP Leadership Committee at Spring Section Leadership Meeting to review progress
July __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan

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August 5-8	Meet with AP Leadership Committee at ABA Annual Meeting to review progress
August __	Committee Leadership call to review progress on project plan and revise project plan as needed
August __	Update Committee web page with new leadership information and updated welcome from the chairs
August __	Program Proposals for 2011 Section Annual Conference Due
September __	Meet with AP Leadership Committee at Fall Section Leadership Meeting to review progress
October __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
October __	Program Proposals for 2011 ABA Annual Meeting Due
November __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
December __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
<b>2011</b>	
January __	Meet with AP Leadership Committee at Winter Section Leadership Meeting to review progress
February __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
March __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
April __	Business Meeting with Committee Leadership at Section Annual Conference; Meet with AP Leadership Committee to review progress
May __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
June __	Meet with AP Leadership Committee at Spring Section Leadership Meeting to review progress

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July __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
August __	Meet with AP Leadership Committee at ABA Annual Meeting to review progress
August __	Committee Leadership call to review progress on project plan and revise project plan as needed
August __	Update Committee web page with new leadership information and updated welcome from the chairs
September __	Meet with AP Leadership Committee at Fall Section Leadership Meeting to review progress
October __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
November __	Committee Chairs call with AP Leadership Facilitator to discuss progress on project plan
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