

Approved by
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LEPL - NNLE - Tbilisi Theological Academy and Seminary
Of the Autocephalous Apostolic Orthodox Church of Georgia

The Methodology of Strategic Planning

Article 1. The Scope of Regulation:

1. This document defines the purpose of the strategic planning, the process of planning and stages of strategic planning, the stages of monitoring and evaluating the implementation of strategic development and action plans at Tbilisi Theological Academy and Seminary (hereinafter – TTAS) of the Autocephalous Apostolic Orthodox Church of Georgia;
2. The strategic planning process ensures the involvement of interested people at the level of TTAS evaluation and prioritization and promotes the development of organizational culture at TTAS;
3. The strategic planning at TTAS is based on the continuity of the process and regular use of the accumulated experience.

Article 2. The Purpose of the Strategic Planning at TTAS:

1. The strategic planning aims to define the mission of TTAS, its long-term goals and the ways to achieve them;

2. The strategic planning at TTAS provides:

*Defining of the main directions of development;

*Setting of achievable goals;

*Determining of the ways to achieve the goal and relevant deadlines;

* Identification of responsible structures/persons;

*Establishment of a reporting system;

Responding to the results of monitoring and evaluating the implementation of strategic development and action plans.

Article 3. A Working Group for the Development of the Strategic Plan

In order to effectively organize the strategic planning process at TTAS, a working group is formed by the order of the Rector, which, according to the established methodology, ensures the development of TTAS strategic development and action plans in a timely manner.

Article 4. Ensuring of the Participation of Interested Persons in the Strategic Planning

TTAS ensures that the interested persons' views are taken into account when formulating the strategy and that surveys, workshops, and other methodological information are analyzed as planned and conducted, using

appropriate methodologies.

Article 5. Defining of the Content of the Strategy

The strategy should be planned taking into account all the directions necessary for the full functioning of TTAS and should ensure the institutional development and the quality improvement of teaching.

Article 6. The Structure of the Development of the Strategic Plan

1. The Plan of Strategic Development at TTAS includes the following information:
 - a) The Content (description) of the document;
 - b) The TTAS mission and vision;
 - c) The Assessment of the strong points and weaknesses of TTAS, the survey of development opportunities and assessment of the risks of implementation;
 - d) Strategic objectives - a statement made on the defined objectives according to the TTAS mission; the strategic objectives must be specific, achievable, measurable and time-bound;
 - e) A specific list of objectives related to the achievement of the objectives;
 - f) Expected results from the implementation of the strategy;
 - g) The strategy may include other additional information about the conditions that make it possible to achieve the plan of the strategic development or other up-to-date information.
2. The plan of strategic development is made for a period of 7 years;

3. A 3-year action plan should be attached to the Plan of TTAS Strategic Development.

Article 7. The Development of the Action Plan

Based on the objectives of the strategic development, the established action plan describes the work to be done to achieve the objectives, the implementation deadlines, the implementing structures/persons, the evaluation indicators. Required resources and information on financial security.

Article 8. The Financial Support of the Strategy

1. The activities envisaged by the TTAS strategy should be planned taking into account the financial resources of TTAS;
2. TTAS ensures that the issues covered by the strategy are in line with the projected budget.

Article 9. Monitoring and Evaluating of the Execution of the Strategy

1. Monitoring and evaluating of the implementation of the strategy is carried out by observation and evaluation:
 - a) The extent to which the planned objectives have been achieved;
 - b) How effective was the TTAS strategy;
2. TTAS annually summarizes and analyzes information on the implementation/non-implementation of measures specified in the action plan;
3. Based on the results of the assessment provided for in this Article, TTAS may review its strategic objectives and alter the action plan.

. The Rector of the school/the Academic Council/the heads of the structural units are authorized to initiate the changes.

