



# Medicine UNIVERSITY OF TORONTO

## STRATEGIC PLANNING RETREAT

Division of Dermatology, University of Toronto

Date: Tuesday April 24, 2018

Time: 1-6PM

Location: MaRS Centre, South Tower

101 College Street, Suite 100

Toronto, Ontario, Canada M5G 1L7

**INSTRUCTIONS:** In reflection, please help to think through the below SCOPE activity which will take place at the planning retreat. Please prepare notes and forward to the attention of Strategic Planning Officer, Monica Flak ([monica.flak@utoronto.ca](mailto:monica.flak@utoronto.ca)) on or before April 24<sup>th</sup> (Notes will be used to inform the Division Director and formation of a divisional Strategic Plan). Please ensure you bring these notes with you day-of to the planning meeting. Those of you who are unable to attend the meeting in person please return to Monica Flak no later than April 26, 2018.

### *What is a SCOPE ANALYSIS?*

A project management and planning tool designed to organize scope, competencies, obstacles and deliverables in an effort to plan and define division priorities and goals in the coming 5 and 10 years.

Specifically, a **SCOPE analysis** helps to categorize the factors upon which strategic development can take place within the division. It enables us to structure our analysis and thinking into strategies / plans that work to advance the division.

Thinking about faculty, education/training, quality improvement and research, please use the below scope tool format to organize your thoughts. There is no right answer. We are interested in learning about what the members of the division prioritize, potential prospects, expectations and opportunities that could enrich the division in the coming years.



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## SCOPE ASSESSMENT TOOL:

**Situation:** Where are we today? – articulate the division’s current situation pertaining to conditions that have a relevant and material impact on planning decisions (internal and external environmental factors) with respect to **Faculty**, **Education/Training**, and **Research**. *Please add rows as needed.*

FACULTY		
Situation	Internal Consideration	External Consideration

EDUCATION/TRAINING		
Topic	Internal Consideration	External Consideration



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RESEARCH		
Topic	Internal Consideration	External Consideration



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Core competencies: Unique abilities or assets of the Division. For example: research (collaboration, knowledge translation, new ventures in basic and clinical research), education (training, continuing education, diagnostics/tools, mentorship), faculty (advancement, recruitment, potential opportunities for critical mass building, mentorship, equity and diversity), quality improvement (clinical and faculty, planning around site needs, potential for innovation (virtual/tele-solutions)) that can provide value to the division.

RESEARCH		
Ability/Asset	Value	Stakeholder
EDUCATION/TRAINING		
Ability/Asset	Value	Stakeholder
FACULTY		
Ability/Asset	Value	Stakeholder
QUALITY IMPROVEMENT		
Ability/Asset	Value	Stakeholder
OTHER		
Ability/Asset	Value	Stakeholder

\*Add or remove rows as needed



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Obstacles: Potential issues/structures that impede growth, advancement specific to current or new *Core Competencies* and thereby impinge on future prospects.

Research:

Faculty:

Education:

Quality Improvement:

Other:

\*Add or remove rows as needed



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Prospects: Opportunities that exist internally and or externally that can enhance Research, Faculty, Education and Quality Improvements, created through leveraging of *Core Competencies*.

Research:

Faculty:

Education:

Quality Improvement:

Other:

\*Add or remove rows as needed



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Expectations: Future-view –internal and external considerations to support advancement in the areas of Research, Faculty and Education as articulated in the identified Prospects section.

Research:

Faculty:

Education:

Quality Improvement:

Other:

\*Add or remove rows as needed