

What is the real value of digital pharma marketing?

Position paper

November 2015



1, rue Houdart de Lamotte – 75015 Paris – France Tel.: +33 6 11 96 33 78 – Fax: +33 1 45 57 46 59 E-mail: jmpeny@smart-pharma.com Website: www.smart-pharma.com

Contents

| —————————————————————————————————————— | | | | | | | |
|--|-------|--|--|--|--|--|--|
| 1. Introduction | p. 3 | | | | | | |
| 2. Changes in the pharma promotional environment | p. 5 | | | | | | |
| 3. Digital channels used in pharmaceutical promotion | p. 8 | | | | | | |
| Introduction | p. 8 | | | | | | |
| Websites and portals | p. 11 | | | | | | |
| Social medias | p. 13 | | | | | | |
| Smart phone applications | p. 17 | | | | | | |
| Connected tools | p. 18 | | | | | | |
| 4. Conclusions | p. 19 | | | | | | |

1. Introduction

This position paper focuses on the evolution of pharma marketing in the context of the expansion of digital channels

Context & objective

- The digital (Internet, mobile, cloud, etc.) has revolutionized the way we live and interact with each other
- Most industries (IT, banking, media, etc.) have adapted their business model, their organization, their management and even their culture in the past 10 years to fit the changing environment
- If pharmaceutical companies have been quite slow to adopt digitization, the healthcare industry will not escape
 from diving into digital and the whole pharma value chain should be transformed in the short- to mid-terms: R&D,
 Market Access, Distribution, Sales, Marketing and Communication
- But as of today, in terms of digital transformation for pharma companies, there was no disruption. Companies
 often only digitalize existing practices, especially regarding the way they promote their drugs and services
- This position paper will focus on the evolution of pharma promotion linked with digital matters and will try to answer to the following questions:
 - What is digital marketing?
 - How has the pharma promotional environment changed?
 - What are the main digital channels used by pharmaceutical companies and their stakeholders?
 - What should be the digital channels to favor for pharma companies?

1. Introduction

Digital marketing refers to the use of digital channels and tools to promote products but does not necessarily entail the combination of them in a multichannel approach

Digital marketing and multichannel approach

- Digital marketing refers to the use of digital channels and tools to communicate, inform, and promote products and services to customers
- Two types of digital marketing exist:
 - Push marketing brings content to the user, e.g., e-mails, digital banners, SMS, etc.
 - Pull marketing for which consumers actively seek out content, e.g. via web searches, blogs, etc.
- In the pharmaceutical field, digital marketing can use several channels and tools, including for example:
 - Websites
 - E-detailing with digital tablets
- The multichannel approach is a systematic, coordinated and consistent use of several communication channels, either digital or not, to promote products and services to different customers (physicians, other healthcare professionals, pharmacists, patients, etc.)
- The objective of the multi-channel approach is to find the most synergistic combination of channels, while delivering a consistent message to targeted clients



Smart Pharma Consulting

2. Changes in the pharma promotional environment

Physicians' saturation regarding face-to-face calls, reduction of sales forces and apparition of new medias bring about a redefinition of promotional strategies

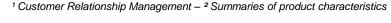
Changes in the pharma promotional environment (1/2) -

- Strengthening of CRM¹ tools allowing for a more precise profiling of customers
- Strong detailing pressure of companies on the same targets of high potential physicians
- Evolution of product portfolios (increasing weight of specialist-oriented products requiring less sales reps)
- Increasing role of other market players (patient advocacy groups, regional sickness funds, etc.) influencing physician prescriptions





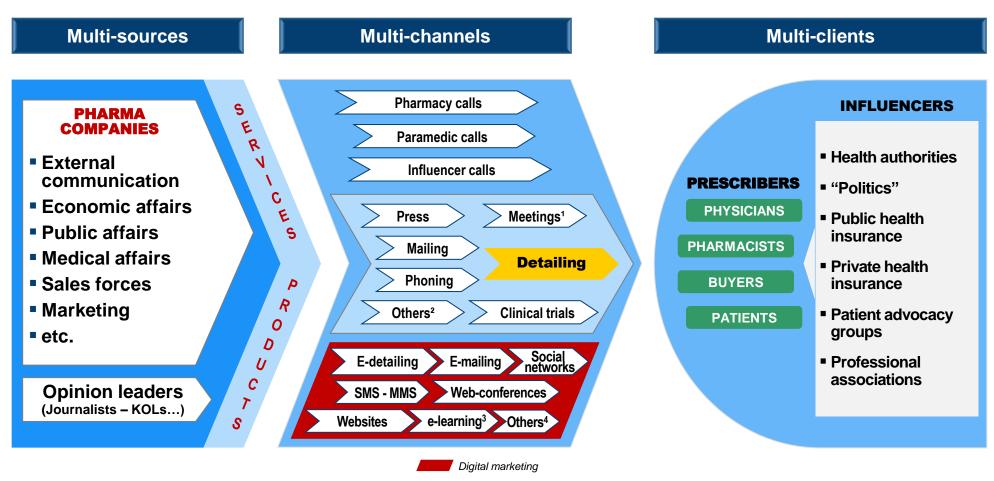
- Higher proportion of physicians refusing faceto-face calls from sales reps
- Tighter control of medical calls by health authorities which aims at:
 - Reinforcing detailing of products' good usage as set in SmPCs²
 - Limiting the number of calls to contain the number of physicians' prescriptions
- Need to adapt communication (contents and channels) to multiple targets (prescribers, influencers, payers)
- Reduced marketing and sales force budgets
- Reduction in the number of new active substances with high sales potential, lead companies to try to:
 - Improve the level of return on investment of each promotional activity
 - Maximize the profits of mature products by using more efficient promotional channels
- Less favorable economical context



2. Changes in the pharma promotional environment

As prescription decisions increasingly depend upon multiple clients, pharma companies need to adopt a more complex and coordinated promotional approach

Changes in the pharma promotional environment (2/2)



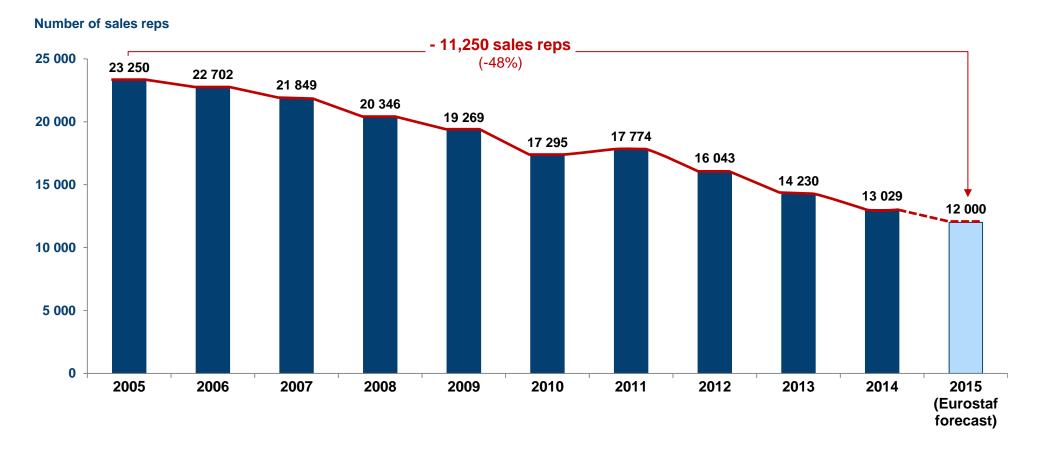
¹ Round tables, symposia, congresses... – ² Sampling, gimmicks, grants, prescription pads... - ³ Continuous medical education through a digital interface – ⁴ Screen savers, popup windows...

Sources: Smart Pharma Consulting analyses

2. Changes in the pharma promotional environment

In France, the number of sales reps in 2015 is estimated at ~12,000, which means a reduction of ~50% over the last ten years

Evolution of sales forces in France (2005 – 2015) —

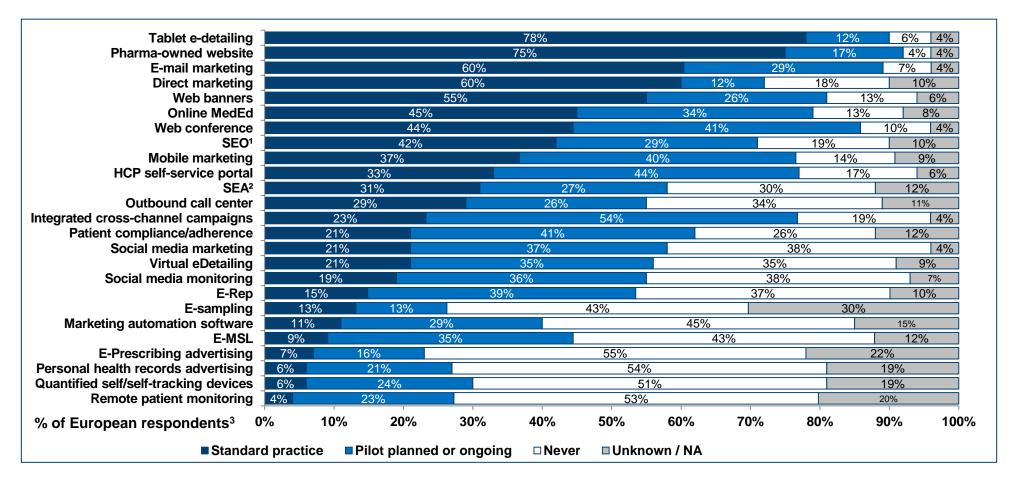


Sources: LEEM (2010 → 2014) – Eurostaf August 2010, "Les mutations de la visite médicale" (2005 → 2009)– Smart Pharma Consulting

3. Selected digital channels used in pharmaceutical promotion

Certain digital channels, such as tablet e-detailing, pharm-owned website or e-mailing are routinely used by most of life science companies

Digital channels used by life science companies in Europe (2015)



8

¹ Search Engine Optimization – ² Search Engine Advertising – ³ 260 respondents from 100 life science companies, 89% from pharma companies, 6% from medical devices companies, 3% from OTC companies and 2% from other companies: 65% from Europe

Smart Pharma Consulting

Face-to-face e-detailing relies on electronic supports (digital tablets), while remote e-detailing, sales reps interact with a physician through video and voice

E-detailing or (electronic detailing)

Face-to-face e-detailing

- Reps call upon physicians in a traditional way while using a digitalized visual aid on a tablet
- Contents are often pre-loaded for regulatory reasons (or are consulted over the Internet), allowing interaction and flexibility
- The use of a digital support enables the integration of simulators, calculators, video extracts or animations, access to database, etc., and CLM (closed loop marketing) by capturing information re. physician behaviors, preferences and attitudes that will be considered by marketers & reps
- Physicians are becoming more and more reluctant to faceto-face e-detailing they find time consuming, not very convenient and not always relevant



Face-to-face contact







Remote e-detailing

• Remote interactions between a rep (or another person from the company or an agency) and a physician through Internet (visual interaction) and a phone (conversation)



Virtual visit



- Reps and physicians set an appointment
- They communicate by **phone** or by **VOIP** (voice over Internet protocol) such as Skype and can use a webcam
- The rep leads the physician on specific web screens where environment- and/or product-specific information are available
- The use of virtual e-detailing also allows the broadcast of video extracts or animations
- The number of physicians who accept remote e-detailings represents less than 10% of those accepting face-to-face calls
- The number of virtual live e-detailings is in general <2 p.a.</p>

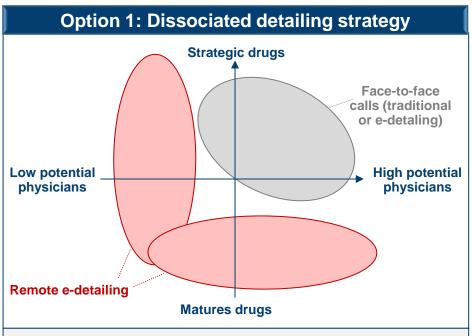


E-detailing is subject to the same rules as traditional detailing

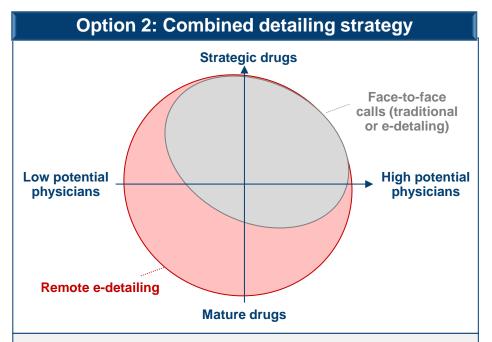
Sources: Pharmaceutical Field 2008 - Smart Pharma Consulting analyses

Remote e-detailing can be targeted at lower potential physicians or used as a complement to existing face-to-face calls for higher potential physicians

Dissociated and combined detailing strategy



Remote e-detailing is independent from face-to-face reps activity, focused on lower potential physicians or for mature drugs with limited promotional budget



Remote e-detailing is targeted at all physicians, whether they have face-to-face contacts with reps (additive impact) or not (independent)



Physicians can be segmented on the basis of pharma companies' ability to detail them, e-detailing being used as an additional or an alternative channel to face-to-face calls

The dissemination of product-related information can be achieved without interpersonal interactions through websites or webpage links on portals

Websites and Internet portals

Websites

- Websites where corporate and product information are displayed
- Within a website it is possible to create different sections targeted to specific audiences (e.g. physicians, pharmacists, patients, etc.)
- With the Web 2.0 technology, websites content is governed by users with no control by companies (e.g. blogs, wikis, social networks, etc.)



Internet portals for healthcare professionals

- Physician portals generate traffic and thus can be used by pharma companies to deliver product-specific messages to a targeted audience
- Physicians visiting these portals are "invited" through banners, catch phrases, book offers... to enter product sponsored pages





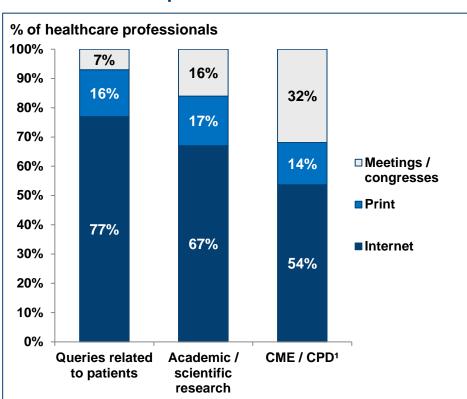
Sources: Pharmaceutical Field - Smart Pharma Consulting analyses

¹ Sante-az.aufeminin.com, leblogsante.com, Doctors.net in the UK, Doctissimo in France...

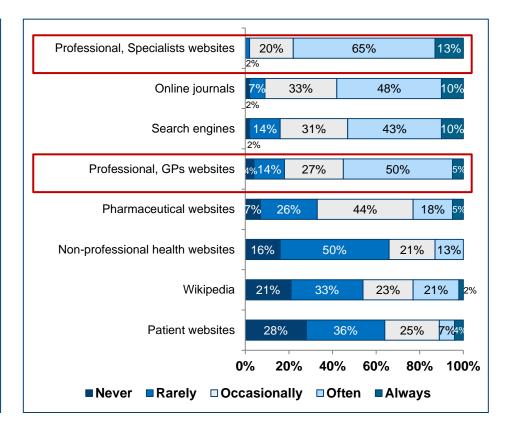
Healthcare professionals prefer to use Internet – mainly professional websites – rather than attend congresses or use printed materials to get access to information

Use of Internet for work purposes

Preferred channels used by healthcare professionals to access professional information



Sources used by healthcare professionals



Sources: EPG Health Media: The Online Behavior and Demands of HCPs in Europe (November 2011) – Smart Pharma Consulting analyses

Social medias are collaborative platforms available on Internet for which the content is generated and broadcasted by users

Social network types





Collaborative medias

Wikis, sharing of recommendations and opinions







Digital sharing platforms

 Websites hosting and facilitating the sharing of videos, photos and other digital contents



November 2015



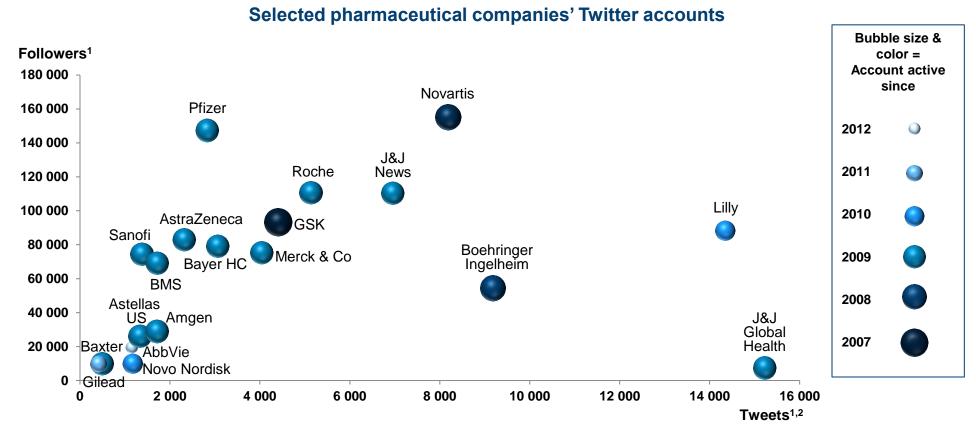


3. Selected digital channels used in pharmaceutical promotion

Most big pharmaceutical companies created their Twitter account in 2009 but only few of them, such as Lilly, J&J and Boehringer Ingelheim, seem to be really active



Presence of pharma companies in social networks – Twitter (1/2)



Note: Some pharmaceutical companies have various Twitter accounts for geographical reasons (e.g. TevaUSA & Teva_es) or to communicate on distinct subjects (e.g. J&J News, J&J GlobalHealth, J&J Care)

Smart Pharma Consulting

Messages posted on Twitter mainly relate to interactions with patients, institutional communication and scientific news



Presence of pharma companies in social networks – Twitter (2/2)

Examples of tweets¹



- "Learn how men in Malawi are stepping up to reduce HIV/AIDS in babies"
- "#WD2016 will be the largest meeting on women & girls' health & rights in a decade. Don't miss it"
- "10 things you didn't know about congenital heart defects"
- "What if we could prevent non-infectious diseases before they occur?"



- "We strive to improve health and strengthen communities worldwide through our corporate responsibility efforts."
- "We're honored to be recognized at #ICN2015 for our commitment and involvement in the battle against #MDRTB"
- "36 million Americans about 12% of the population suffer from migraines at least periodically."
- "Check out our recap on patient engagement."



- "PRESS: First patient study data for <u>#idarucizumab</u> interim analysis from REVERSE-AD announced today <u>#NEJM</u> <u>#ISTH2015</u>"
- "Are you aware of the 4 biggest risk factors for #type2diabetes? Click here to find out what they are"
- "It's World No Tobacco Day. Smoking can put you at greater risk of an asthma attack. Think about your lung health."
- "Today was our #AnnualPressConference at HQ in Germany. Stay tuned for key messages!"



- "PsA patients often suffer from depression & social isolation. Watch one patient share his personal experience here"
- "More than 114,000 cases of #multiplemyeloma are diagnosed each year—here's what you need to know"
- "40% of #Novartis Group managers are women. Learn more in our CR Performance Report."
- "#Novartis announces new Phase III long-term findings in #polycythemiavera, an incurable #bloodcancer"

Sources: Twitter.com – Smart Pharma Consulting analyses

¹ Messages posted on Twitter

Smart Pharma Consulting

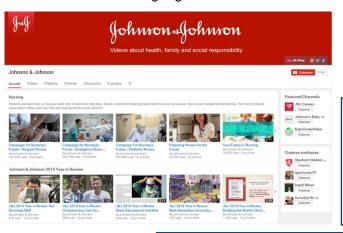
3. Selected digital channels used in pharmaceutical promotion

Case study: Digital sharing platforms

Johnson & Johnson YouTube Channel

Context

- J&J¹ wanted to exploit YouTube's potential:
- YouTube has over 1 billion unique visitors per month and reaches the coveted 18-34 year old demographic more than any cable network
- 300 hours of video are uploaded to YouTube every minute
- YouTube is localized in 75 countries and available in 61 languages



Objectives

- Enhance the company image in terms of social responsibility and commitment to society: "Connect with our company and learn about our news, initiatives and programs, including those in health and wellness, innovation, philanthropy, and sustainability"
- Improve the reputation of J&J as a reliable source of health information
- Build a transparent relationship, made of open discussions with the public
- Increase traffic to other websites

Implementation

- Creation of the YouTube Johnson & Johnson health channel (first video posted on May 13th, 2008)
- Link to J&J Social Media Community Guidelines and YouTube Community Guidelines

Results²

- 585 videos available on the Johnson & Johnson health channel
- 6,945,000 views
- 12,485 followers
- Very positive comments posted by users on the channel's page
- No cases of critical comments yet to be mentioned
- Effective promotion of some videos (e.g. campaign for Nursing's Future Hospice Nurses) with paid advertising

November 2015



- YouTube can provide opportunities for the pharmaceutical industry
- Only a transparent communication strategy, which could appear to be more risky, can ensure a
 positive long-term relationship with the public
- The promotion of a social network is very important to increase access and visibility
- The risks associated with an open conversation with the public are lower than what most industry's collaborators think

¹ Johnson & Johnson – ² Situation as of July 1st, 2015 (since creation)

3. Selected digital channels used in pharmaceutical promotion Smartphone¹ applications

The development of applications for smartphones allows pharma companies to improve their reputation and to reinforce their relations with patients and physicians

Smartphone¹ applications -

Health applications for smartphones developed by pharma companies usually are aimed at two segments

Individuals

- Applications for individuals help patients in preventing, treating and monitoring diseases
- For example, these applications can help the patient to:
 - Register his medical information
 - Share his patient records with the therapists
 - Learn about drugs
 - Assess his overall state of health
 - Track his vital signs
 - Etc.

Healthcare professionals

- Applications for healthcare professionals offer tools and services useful to the practice of their profession such as:
 - Ongoing training
 - Remotely monitoring of patients
 - Management of health records



1 Or digital tablets

17

Case study: Connected tool + Smartphone application

Sanofi blood glucose meter

Context

- Because of the ease of access to technology, the market for blood glucose meters is very competitive. It is also attractive because of the importance of the diabetic population
- In a highly competitive market, it is essential to obtain a competitive advantage by differentiating as much as possible
- Sanofi planned to exploit new technologies and the growing availability of smartphones to differentiate its offering, with a connected tool and a smartphone application dedicated to diabetic patients
- The term "connected device" covers every device connected to Internet. It will represent about 24 billion devices in 2020. For instance, it includes mobile phones, laptops, tablets, e-readers, etc.

Objectives

- Stand out from competitors by offering a technologically advanced product, which promises to be more accurate, reliable, lightweight and compact than competitors because it uses the iPhone / iPod for functions that would otherwise have to be included in an independent reader
- Win the loyalty of patients and physicians
- Create the image of an innovative pharma company for diabetes in the eyes of patients and physicians

Implementation

- Development of a blood glucose meter compatible with the iPhone and the iPod
- Development of an application for iPhone / iPod that allows users to read, save and manage data for each measurement





Results

 In 2015, the iBGStar is still marketed and the application iBGStar Diabetes Manager has followed the updated of Apple devices

Key learning

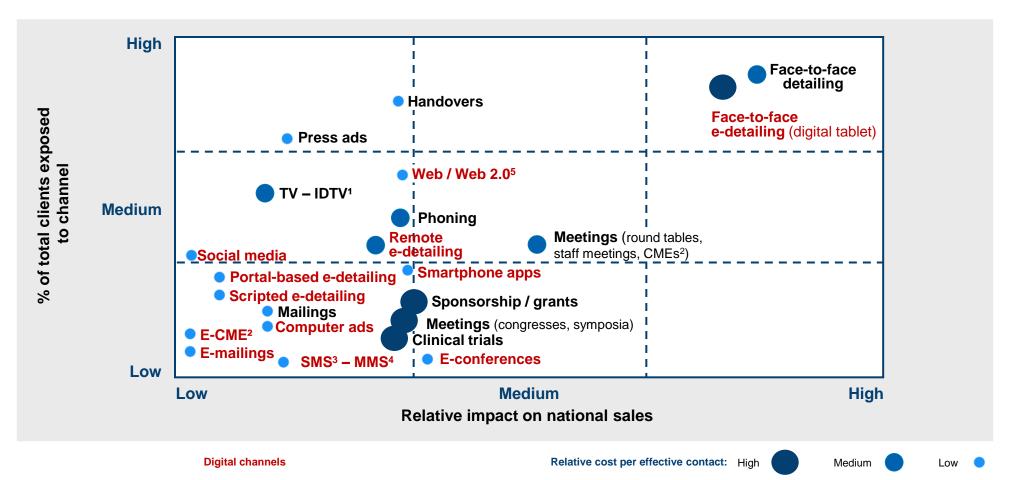
Sanofi has managed to launch a health device compatible with a trendy phone, to create the first connected glucometer

Smart Pharma Consulting

18

If the impact of an action may be high on an individual basis, the global result may be limited as the number of clients exposed to the promotional initiative may be too low





¹ Interactive digital television – ² Continuous medical education – ³ Short message service – ⁴ Multimedia message service – ⁵ Including websites and blogs

Face-to-face detailing usually results in the highest impact on prescriptions, and can benefit from other complementary communication channels

Relative evaluation of selected channels (1/3) -

| Channels | Preferred Clients ¹ | # of clients reached | Primary goal | Feasibility ⁴ | Cost per contact ⁵ | National sales impact | Preferred applications |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------------------|-----------------------|--|
| Face-to-face detailing | ■ HCPs ² | • | AwarenessConvictionReminder | +++ | | | Brand launchComplex message |
| Face-to-face e-detailing | ■ HCPs² | • | AwarenessConvictionReminder | ++ | • | | High conviction needed |
| Remote e-detailing | ■ HCPs² | 0,0 | AwarenessConvictionReminder | ++ | | | In between or instead of F2F⁶ detailing for new brands or established ones |
| Scripted e-detailing | ■ HCPs ² | | AwarenessConvictionReminder | +++ | | | In between or instead of F2F⁶ detailing for new brands or established ones |
| Portal-based e-detailing | ■ HCPs ² | | AwarenessConvictionReminder | ++ | | | For new or established brands, especially when awareness and conviction are to be strengthened |
| Mailings | HCPs² Patients³ | | AwarenessReminder | +++ | | | Medical and brand updates |
| E-mailings | HCPs² Patients³ | | AwarenessReminderRedirection to web | ++ | | | Medical and brand updates Invitations to conferences, to visit a website |
| | Digit | al channels | | Evaluation: | High (| Medium Low | +++: Easy ++: Intermediate +: Diffic |

¹ Actual and potential – ² Health care professionals (physicians, nurses, pharmacists...) – ³ Depending on local regulations – ⁴ Technical, legal... – ⁵ Per effective contact – ⁶ Face-to-face

Considering the low impact of e-channels on national sales, it may be recommended to use them preferably as an add-on to traditional channels

Relative evaluation of selected channels (2/3) -

| Channels | Preferred Clients ⁴ | # of clients reached | Primary goal | Feasibility ⁷ | Cost per contact ⁸ | National sales impact | Preferred applications |
|--|--|-------------------------|---|--------------------------|-------------------------------|-----------------------|---|
| Phoning | ■ HCPs ⁵ ■ Patients ⁶ | | AwarenessReminderMarket research | ++ | | | Medical and brand updates Invitations to conferences, to visit a website |
| SMS ¹ – MMS ² | ■ HCPs ⁵ ■ Patients ⁶ | | Information Reminder of meetings | ++ | | | Reminder message to HCPs⁵ if invited to a meeting Compliance program for patients |
| Meetings (congresses - symposia) | ■ HCPs ⁵ | | AwarenessConviction through experience sharing | +/++ | | | Information on medical environment, on brands Lobbying (KOLs, high potentials) |
| Meetings (round tables, staff meetings, CMEs³) | ■ HCPs ⁵ | | AwarenessConviction through experience sharing | ++ | | | Information on medical environment, on brands Lobbying (KOLs, high potentials) |
| E-conferences | HCPs⁵ Patients⁶ | | AwarenessConviction through experience sharing | ++ | | | Product launch or LCM Product/environment update |
| E-CMEs ³ | ■ HCPs ⁵ | | AwarenessExperience sharing | ++ | | | Training on medical environment, on brands, on latest research outcomes |
| Clinical trials | ■ Physicians | | ExperienceConviction | + | | | High potential physicians Expansion of usage for new / established brands |
| | Digit | al channels | | Evaluation | : High (| Medium Low | + + +: Easy + +: Intermediate +: Difficult |

¹ Short message service – ² Multimedia message service – ³ Continuous medical education – ⁴ Actual and potential – ⁵ Health care professionals – ⁶ Depending on local regulations – ⁿ Technical, legal...– ⁶ Per effective contact

What is the real value of digital pharma marketing?

Sources: Smart Pharma Consulting analyses

Pure advertisements, such as in the press, on TV or computers, usually have a very limited impact on national sales

Relative evaluation of selected channels (3/3) -

| Preferred Clients ⁴ | # of clients reached | Primary goal | Feasibilty ⁷ | Cost per contact ⁸ | National sales impact | Preferred applications |
|--|--|--|---|---|---|--|
| HCPs⁵ Patients³ | | AwarenessReminder | +++ | | | New information (brand launch, indication, medical environment) to be conveyed |
| HCPs⁵ Patients³ | | Awareness Reminder | +++ | | | |
| HCPs⁵ Patients³ | D / D | AwarenessReminder | ++ | | | |
| HCPs⁵ Patients³ | 010 | AwarenessConvictionExperience sharing | +++ | | | |
| ■ HCPs ⁵ ■ Patients ³ | 0/0 | Awareness Reminder | ++ | | | Brand memorization for new or established products |
| HCPs⁵ Patients³ | | InformationReminderFollow-up | +++ | | | In addition to a connected-tool Reminder to increase compliance |
| HCPs⁵ Patients³ | | AwarenessInformation | +++ | | | Communication on the company, social responsibility and events |
| Specialists (hospital or open care) | | Loyalty reinforcement | +++ | • | | Well-known brandsSpecialized brands |
| | Clients ⁴ HCPs ⁵ Patients ³ | Clients4 reached HCPs5 Patients3 HCPs5 Patients3 | Clients⁴ reached HCPs⁵ Patients³ Awareness Reminder HCPs⁵ Patients³ Awareness Reminder HCPs⁵ Patients³ Awareness Reminder HCPs⁵ Patients³ Awareness Conviction Experience sharing HCPs⁵ Patients³ Awareness Reminder HCPs⁵ Patients³ Awareness Reminder HCPs⁵ Patients³ Awareness Reminder HCPs⁵ Patients³ Awareness Reminder HCPs⁵ Patients³ Information Reminder Follow-up HCPs⁵ Patients³ Awareness Information HCPs⁵ Patients³ Loyalty reinforcement Loyalty reinforcement | **Reminder** **HCPs5** **Patients3* **Awareness | Clients4 reached Primary goal Feasibility contact8 HCPs5 Patients3 Awareness Conviction Experience sharing HCPs5 Patients3 Awareness Reminder HCPs5 Patients3 Linformation Reminder Follow-up Awareness Information Reminder Follow-up Loyalty reinforcement Loyalty reinforcement HCPsi Patients3 Loyalty reinforcement Loyalty reinforcement HCPsi Patients3 | Clients4 reached Primary goal Feasibility contact8 sales impact HCPs5 Patients3 HCPs5 Patients3 HCPs5 Patients3 HCPs5 Patients3 HCPs5 Patients3 Patients3 Patients3 HCPs5 Patients3 Patients3 HCPs5 Patients3 Patients3 Patients3 HCPs5 Patients3 Patients3 HCPs5 Patients3 Patients4 Patients4 Patients4 Patients5 Patients4 Patients5 Patients4 Patients5 Patients4 Patients5 Patients5 Patients4 Patients4 Patients4 Patients5 Patients4 Patients5 Patients4 Patients4 Patients4 Patients4 Patients4 Patients5 Patients5 Patients4 Patients5 Patients4 Patients5 Patients5 Patients4 Patients5 Patients5 Patients5 Patients4 Patients5 Patients5 Patients5 Patients5 Patients5 Patients5 Patients5 Patients6 Patient |

Digital channels

Sources: Smart Pharma Consulting analyses

¹ Interactive digital television – ² To stimulate brand memorization – ³ Depending on local regulations – ⁴ Actual and potential – ⁵ Health care professionals – ⁶ Technical, legal... – ⁷ Per effective contact

Pharma marketing will need to keep on adapting to the emergence of digital technology, while measuring its actual impact on brand performance

Key learnings -

- If the digital technology offers new ways to interact with healthcare professionals, the impact of digital marketing initiatives on national sales is relatively low, and should not be viewed as a panacea
- Consequently, it may be recommended to integrate digital tactics within multi-channel marketing, as an add-on to traditional promotional channels...
- ...but probably not as a substitute to face-to-face calls which is the only one means that enable to reach effectively thousands of physicians
- Marketers should be as rigorous to assess the impact of digital marketing investment as of traditional one
- Regarding patients, digital tools like website, blogs and social networks can be used to increase companies'
 awareness, communicate on health events while patient communities, smartphone applications and connected
 devices can help to increase the proper use of a drug (including compliance) and to collect data
- Once collected, this information, called "Big Data" or "Big Health Data", can be analyzed to have a better knowledge of patients and this will intensify preventive and personalized medicine (for instance the analysis of user researches on a search engine has permitted to quickly detect the outbreak of a flu epidemic)
- In the near future, connected devices should enable continuous analysis of biometric data of patients
- Thus, pharma marketing will need to continue its evolution to fit the changing environment, even if a revolution is not expected

Consulting company dedicated to the pharmaceutical sector operating in the complementary domains of strategy, management and organization

Management 2

- Facilitation and structuring of strategic thinking for multidisciplinary product teams
 - Key challenges identification
 - Strategic options formalization
 - Resource allocation optimization program
- Training of marketing and market research teams to sales forecast techniques (modeling and scenarios development)
- Development and implementation of a "coaching program" for area managers
 - Sales reps coaching
 - Regional action plans roll-out
- Development and implementation of a "sales techniques program" for sales forces (STAR¹)
 - ¹ Sales Techniques Application for Results (training courser

Core capabilities



- Assessing the attractiveness of markets (Hospital / retail innovative products - Vaccines - OTC - Generics)
- Growth strategy
 - Optimization of marketing / sales investments
 - Development of a company in the hospital market Business
 - Valuation for acquisition
 - Portfolio / franchise assessment
- Extension of product life cycle performance
 - Improvement mature products performance
 - Adaptation of price strategy
- Defense strategies vs. new entrants
- Competitive strategies in the hospital market
- Strategic partnerships companies / pharmacies





- Rethink of operational units organization
- Improvement of sales force effectiveness
- Improvement of the distribution channels covering the hospital and retail markets
- Development of a strategic planning process