

THE ANNUAL STRATEGIC PLANNING FRAMEWORK

ORGANISATION: _____

DATE: _____

PREPARED BY: _____

YEAR: _____

FOR APPROVAL BY THE BOARD AT MEETING DATE: _____

Section 1: Preamble

The Annual Strategic Planning Framework is the Board’s ‘plan to plan’ for the year. It provides a basis for discussion by the board and documentation of the board’s understanding of what strategic planning will take place for the organisation and the role of the board and individual directors in strategy over the coming year. The Annual Strategic Planning Framework is based on the Board Strategy Model, as depicted below.



Section 2: Review of Last Year's Board Strategic Planning Process

What did we do well in last year's strategic planning?

What did we do poorly in last year's strategic planning?

Section 3: Strategic Planning Objectives

What are the major outcomes/objectives for the next board strategic planning cycle?

Section 4: Planning Horizon

What is our strategic planning time horizon?

Years: _____ From the beginning of: Month _____ Year _____

To the end of: Month _____ Year _____

Section 5: The Strategic Planning Framework for the Year

What levels of strategy will be formally considered?

Formal Plan	Division	Board's Role	Comments
Corporate plan only	Not applicable	<input type="checkbox"/> Active involvement <input type="checkbox"/> Approval <input type="checkbox"/> Not required	
Combined corporate and business plan	Not applicable	<input type="checkbox"/> Active involvement <input type="checkbox"/> Approval <input type="checkbox"/> Not required	
Business plans	_____ _____ _____ _____	<input type="checkbox"/> Active involvement <input type="checkbox"/> Approval <input type="checkbox"/> Not required	
Functional plans	_____ _____ _____ _____	<input type="checkbox"/> Active involvement <input type="checkbox"/> Approval <input type="checkbox"/> Not required	
Other plans	_____ _____ _____ _____	<input type="checkbox"/> Active involvement <input type="checkbox"/> Approval <input type="checkbox"/> Not required	

Section 6: What Documented Plans Will Be Produced?

Plan	Documented	Date for Completion	Purpose/Comment
Strategic Directions Document	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Detailed Strategic Corporate Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Corporate Financial Model	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Detailed Business Plans <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/> <hr/>	
Detailed Functional Plans <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/> <hr/>	
Annual Corporate Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Annual Business Plans <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/> <hr/>	
Annual Functional Plans <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/> <hr/>	
Annual Budgets <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/> <hr/>	

Section 7: What Major Insight Tools Will We Use?

Strategic Landscape

Defining Success

Strategies

Section 8: What Meetings Will Have Strategy As A Major Component?

Workshops		
<i>Date</i>	<i>Purpose</i>	<i>Expected Outcomes</i>

Board Meetings	
<i>Date</i>	<i>Specific Strategy Role</i>

Section 9: What Major Practice Tools Will We Use?

Practice Tool	Meeting	Comments

Section 10: What Major Strategic Decisions Do We Expect The Board To Make Throughout The Next Year?

Decision	Month	Comments

