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| Meeting Agenda |

This agenda is an example of how you might structure an operational planning meeting. The activities and times are a guide only and should be adjusted to suit your organisation’s needs.

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| **Activity** | **Duration** |
| Welcome and recap of strategic planning day  Confirm your vision/mission statement, values and strategic priorities. | 25 mins |
| Introduce the operational planning grid | 15 mins |
| Confirm key objectives under each strategic priority | 20 mins |
| Break |  |
| Develop actions  Provide detailed and achievable descriptions of the key actions to be undertaken to achieve each objective. | 30 mins |
| Prioritise actions  Allocate high, medium or low priority to each action, ensuring not everything is high. | 15 mins |
| Allocate timeframes, resources and responsibility to actions  Ensure timeframes are achievable and not all in the first year.  Be realistic with human, financial and material resourcing.  Allocate actions to a position rather than a person and inform those responsible. | 15 mins |
| Allocate key performance indicators (KPIs)  What methods will be used to measure results?  KPI’s must be specific, measurable and achievable. | 30 mins |
| Break |  |
| Risk management overview  Assess the potential for elements of the plan to be unsuccessful. What could go wrong? What could be done to prevent it and what will we do if it happens? | 15 mins |
| Communication plan / where to from here?  How will you communicate the existence, progress and successes of your plan with people involved within your organisation and the broader community? | 15 mins |
| Review the plan | 10 mins |
| Session summary and close | 5 mins |