

Annual planning checklist example

	Month	Action	Done?
Quarter one	Month 1 See note 1	Monitoring of all targets against new operations plan begins	<input type="checkbox"/>
	Month 2	Trustee Board & Management Team: <ul style="list-style-type: none"> Review last year's performance against all targets – This goes into annual report (together with the plan for the coming year). 	<input type="checkbox"/>
		Management Team do annual reviews of: <ul style="list-style-type: none"> Business contingency & disaster planning Individual training plans (possibly as part of annual performance reviews) Role descriptions & volunteer training program in the light of strategic goals for coming year 	<input type="checkbox"/>
Quarter two	Month 3	Trustee Board: <ul style="list-style-type: none"> Review policies Updates individual conflict of interest forms 	<input type="checkbox"/>
	Month 4	Management team: <ul style="list-style-type: none"> First quarterly review of performance against targets Provides first quarter management accounts 	<input type="checkbox"/>
	Month 5		
Quarter three	Month 6	Trustee Board: <ul style="list-style-type: none"> Reviews STEP & SWOT analyses Reviews risk management strategy Re-does trustees' skills audit 	<input type="checkbox"/>
	Month 7	Management team: <ul style="list-style-type: none"> Reviews second quarterly review of performance against annual targets Provides second quarter management accounts 	<input type="checkbox"/>
	Month 8	Trustee Board typically has an awayday to look at strategic issues and future planning.	<input type="checkbox"/>
Quarter four	Month 9		
	Month 10	Trustee board: <ul style="list-style-type: none"> reviews first three quarters actual performance against annual targets reviews first three quarters' expenditure against budget reviews progress against the strategic plan See note 2 agrees next year's operations plan 	<input type="checkbox"/>
	Month 11	Management team: <ul style="list-style-type: none"> Draw up next year's budget from plan & finalise annual plan 	<input type="checkbox"/>
	Month 12	Trustee Board: <ul style="list-style-type: none"> Formally agree next year's operations plan & budgets Receives impact assessment for year 	<input type="checkbox"/>

Note 1: This will be April in a planning cycle based on the financial year, otherwise the first month of your own financial year.

Note 2: If you have a "rolling" strategic plan, you will look at the 3rd year from now, each year and add this on the end of your original 3-year plan (e.g. in year 1 you add on year 4 & etc.). If you have a "static" planning system you will start looking in year 2 at years 4-6 to form the next 3-year plan.